Retention and Classification Report

Agency: Salt Lake County (Utah). County Recorder (967)

Salt Lake County Government Center
2001 South State Street #N1600
Salt Lake City, UT 84190
801-468-3391

Records Officer: _____

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AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6021 4
TITLE: Abstract records
DATES: i 1938-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6111 3
TITLE: Abstracts, tracts, and indices
DATES: 1871-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 84212 4
TITLE: Auditor's tax deeds
DATES: i 1921-
ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

When property was sold for delinquent taxes, the deed on the land would be entitled auditor's tax deeds. The tax assessment was made by the county auditor but the deed was registered with the county recorder. These are recorded copies of the deed at the time of the sale of property. Information includes name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalties; date and time of recording; and signatures of county auditor and witnesses.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6022 3
TITLE: Bingham book 192 mining claims index
DATES: undated
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7113 4
TITLE: Deed record books
DATES: i 1855-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

These are recorded copies of various types of deeds registered with the county recorder that show land ownership. Types of deeds may be sheriff, administrator, quit claim, guardian, probate, mayor, and trust deeds. Information recorded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical, and/or legal value(s).

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7113
TITLE: Deed record books

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7095 4
TITLE: Fee and entry books
DATES: i 1890-
ARRANGEMENT: Alphabetical by book, thereunder Numerical by page number
DESCRIPTION:

These books record all legal instruments filed with the county recorder. A record of any fee is attached if assessed for services by the county. The information includes fees collected, date and person filing legal instrument; entry number; type of instrument; date recorded; description of property (if involved); volume and page where instrument was recorded; names of interested parties; and consideration for property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfiche master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

These records have fiscal, historical, and/or legal value(s).

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7095
TITLE: Fee and entry books

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6996 3
TITLE: Grantor and grantee indexes
DATES: i 1928-
ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party
DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Salt Lake County as registered with the county recorder. The information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6996
TITLE: Grantor and grantee indexes

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 84208 4
TITLE: Lien and leases
DATES: i 1905-
ARRANGEMENT: Numerical by book number, thereunder by page number.
DESCRIPTION:

Liens are kept by the county recorder to register instruments affecting property of a debtor if a creditor holds or sells that property liens serve as security or payment of a debt. The lien record indicates entry number; name and address of person filing lien; nature of the lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder. The lease record represents legal agreements concerning the change of leasing of land registered with the county recorder. The information shows names of parties ot agreement; date and terms of agreements; legal description of property; consideration; date of payment; amounts of principal and interest; total smount; acknowledgment; and signature of the county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1905 through 1948. Retain in Agency Record Center permanently.

Microfilm master: Retain in Archives permanently.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 84208
TITLE: Lien and leases

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6140 3
TITLE: Mining claims locations index
DATES: undated
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6991 4
TITLE: Mining records
DATES: i 1863-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several subseries, which focus on different stages of the mining industry. The record of mining locations show name of claim and locations; legal description of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer location notices show name and description of claim. Mining deeds record information affecting the title to the mining property; and abstract of mines records instruments affecting title to patented mining claims which include type of instrument filed with the county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

By statute, these records are all permanent and are opened to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6991
TITLE: Mining records

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7021 4
TITLE: Mortgages
DATES: i 1922-
ARRANGEMENT: Numerical according to book number, thereunder by page number.
DESCRIPTION:

Mortgages are recorded with the county recorder to show a property title as security on a loan. The information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7021
TITLE: Mortgages

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6988 4
TITLE: Official records
DATES: i 1850-
ARRANGEMENT: Numerical according to book number, thereunder chronological
DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record' book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then return to patron.

Microfilm master: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office until administrataive need ends.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6988
TITLE: Official records

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s). There exists at least two complete copies of this record from 1850 to 1986 on microfilm within the office. By statute, these records are all permanent and open to the public (UCA 17-21-1 thru 25).

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 4044 1
TITLE: Plat map books
DATES: 1848-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Plat maps recording property ownership throughout the county, including within cities. Includes the earliest pioneer plat map for Salt Lake. These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep ownership plats drawn to a convenient scale, which show the owners of each tract of land in the county, together with the dimension of the tract" (UCA 17-21-21 (2003)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6998 4
TITLE: Powers of attorney
DATES: i 1888-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

This record shows the authorizing of legal power for parties involved in land acquisitions. The information includes date of the instrument; names of grantor and grantee; powers granted; acknowledgment; date recorded; and signatures of grantor and county recorder.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 6998
TITLE: Powers of attorney

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-19 (2008)

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 13212 3
TITLE: Releases, deeds, and mortgages
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 11818 4
TITLE: Special improvement index
DATES: 1976, 1990-
ARRANGEMENT: Chronological, thereunder alphabetical by special district name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Index to resolutions creating special districts, as required by law. Includes special district, names, recording date and time, entry number, book number, page number, instrument and remarks. UCA 17A-3207(7)(a)(1992) requires the governmental entity creating a special district to "within five days from the date of creating the district, to file in the county recorder's office, a copy of the notice of intention and the resolution creating the district, as finally approved, together with a list of properties proposed to be assessed described by tax identification number and valid legal description of property within the district."

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office until updated and then delete.

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 11818
TITLE: Special improvement index

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on the legal requirements specified in UCA 17-21-6 and 17-21-1 (1992).

PRIMARY DESIGNATION:

Public UCA 17-21-19

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7086 3
TITLE: Subdivision plats
DATES: 1889-
ARRANGEMENT: Numerical by parcel number
DESCRIPTION:

These are plat maps for new subdivisions. Before a subdivision is officially created, a subdivision plat must be recorded with the county recorder (UCA 10-9-26). They are used as a reference to new subdivisions and to meet legal requirements. The information includes blocks, lots and streets with subdivisions, school districts, square foot measurements, fire hydrants, utility basements, building lines, streets, roads, power and light lines, dimension, sections, signature of various commissions, name of subdivision, owner's name, and parcel numbers.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Maps: Retain in Office permanently.

Microfiche master: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

By statute, these plats are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7086
TITLE: Subdivision plats

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7121 4
TITLE: Water claims and deeds
DATES: 1948-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

The water claims and deeds, registered with the recorder, show water alottments within the county and their ownership. The record includes information about appropriation of water showing entry number; application number, certificate number ;names of grantor and grantee; amount of water granted; point of diversion; purpose of water use; conditions governing use; signature of state engineer; and signature of county recorder. This index includes the kind of instrument, date of instrument, and date of filing, entry, grantors, grantees, and description of property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

By statute, these records are permanent and open to the public (UCA 17-21-1 thru 25).

AGENCY: Salt Lake County (Utah). County Recorder

SERIES: 7121
TITLE: Water claims and deeds

(continued)

PRIMARY DESIGNATION:

Public UCA 17-21-17 (2008)