

## Retention and Classification Report

**Agency:** Utah County (Utah). County Recorder (1222)

Administration Building  
100 East Center Street, #1300  
Provo, UT 84606  
801-373-5510

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5027

3

**TITLE:** Abstract books

**DATES:** 1870-

**ARRANGEMENT:** By city lots and county land, thereunder by city or township and range.

**DESCRIPTION:**

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (Utah Code 17-21-6(3)(2004)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (Utah Code 17-21-6(l)(f) (2004)). These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(3)(2011)). They contain "every instrument recorded, the date and kid of instrument, time of recording, and the book and page and entry number" (UCA 17-21-6(l)(f) (2011)).

**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: For records beginning in 1870 through 1918. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1870 through 1918. Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of allocation of legal title to land in the county and of on-going ownership of property.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5027

**TITLE:** Abstract books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84186

4

**TITLE:** Abstracts records

**DATES:** undated

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6028

**TITLE:** Apprenticeship index

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

3

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 84181

4

**TITLE:** Deeds

**DATES:** i 1851-

**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:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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.

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 81507

3

**TITLE:** Official records

**DATES:** i 1926-

**ARRANGEMENT:** Numerical by entry 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 permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 81507

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 4870

1

**TITLE:** Plat maps

**DATES:** 1896-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

Microfiche master: Retain in Archives until superseded and then destroy.

**APPRAISAL:**

These records have historical value(s).

The plat map book provides a historical snapshot of land ownership in Utah County.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 5032

3

**TITLE:** Plat maps Provo city

**DATES:** 1940-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Maps document growth and development of the state. They have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah County (Utah). County Recorder

**SERIES:** 6029

1

**TITLE:** Warrants of arrest index

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 State Archives permanently with authority to weed.