

Retention and Classification Report

Agency: Wasatch County (Utah). County Recorder (1341)

Wasatch County Administration Bldg.
25 North Main
Heber City, UT 84032
435-654-3211

Records Officer: _____

19744	Abstract books (Subdivisions)
19743	Abstract books (city/town)
05276	Abstract books (county books)
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25215	Recorded surveys
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AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19743

3

TITLE: Abstract books (city/town)

DATES: 1966-

ARRANGEMENT: Alphabetical by name of town/city, thereunder numerical by block

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 (UCA 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" (UCA 17-21-6(l)(f) (2004).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19743

TITLE: Abstract books (city/town)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 5276

3

TITLE: Abstract books (county books)

DATES: 1880-

ARRANGEMENT: Chronological, thereunder alphanumerical by township, range and section

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:

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AUTHORIZED: 07-06-2018

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AGENCY: Wasatch County (Utah). County Recorder

SERIES: 5276

TITLE: Abstract books (county books)

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 19744

3

TITLE: Abstract books (Subdivisions)

DATES: 1966-

ARRANGEMENT: Alphabetical by subdivision

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 (UCA 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" (UCA 17-21-6(l)(f) (2004)).

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DISPOSITION:

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AUTHORIZED: 07-06-2018

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PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 28411

3

TITLE: Index to Mining Claims

DATES: 1883-

ARRANGEMENT: chronological

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

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DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 07-06-2018

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AGENCY: Wasatch County (Utah). County Recorder

SERIES: 28411

TITLE: Index to Mining Claims

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 28415

3

TITLE: Index to Records

DATES: 1824-

ARRANGEMENT: Alphabetical by book letter

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(1)(i)(2011)). The index contains the date of recording, entry number, book and page, kind of instrument, from, to, and parties.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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:

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Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27669

3

TITLE: Mining abstracts

DATES: 1871-

ARRANGEMENT:

DESCRIPTION:

Mining abstracts identify activity on specific mining claims. They outline all recorded documents as they relate to specific claims and identify where those documents were recorded.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

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

Mining abstracts document the history of specific mining claims and provide reference to documents relating to the claims.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 27669

TITLE: Mining abstracts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 82834

3

TITLE: Mining deeds

DATES: 1900-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains deeds which provide the name of the claim, grantors, grantees, location, legal description, date transfer, and mining district. These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining records are compiled separately, while in others they are part of the "Official records."

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

Digital image: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 82834

TITLE: Mining deeds

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 7056

4

TITLE: Official records

DATES: i 1862-

ARRANGEMENT: Numerical by book number, thereunder chronological by date of entry

DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1971 records were registered together as well as in separate volumes. Contained in the Official Record are: Abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter-day Saints.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 7056

TITLE: Official records

(continued)

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.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25215

3

TITLE: Recorded surveys

DATES: 1987-

ARRANGEMENT: Numerical by survey number

DESCRIPTION:

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (1995)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 25215

TITLE: Recorded surveys

(continued)

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then microfilm provided original is returned to the surveyor.

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

Microfilm duplicate: Retain in Office permanently.

Optical disks: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26459

3

TITLE: Reverse indexes

DATES: 1864-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2003)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (2003)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wasatch County (Utah). County Recorder

SERIES: 26459

TITLE: Reverse indexes

(continued)

PRIMARY DESIGNATION:

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