

Retention and Classification Report

Agency: Davis County (Utah). County Recorder (261)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

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AGENCY: Davis County (Utah). County Recorder

SERIES: 81627

4

TITLE: Abstract books

DATES: i 1870-

ARRANGEMENT: Alphanumerical by section; township; range.

ANNUAL ACCUMULATION: 0.30 cubic feet.

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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-2

AGENCY: Davis County (Utah). County Recorder

SERIES: 10089

3

TITLE: Annexation maps and index

DATES: 1955-

ARRANGEMENT: Numerical by annexation number

DESCRIPTION:

These are maps of incorporated areas annexed by municipalities. Upon the annexation of the territory a requirement is to immediately file "a transparent, reproducible plat or map" in the office of the county recorder, "together with a certified copy of the resolution or ordinance declaring the annexation" (UCA 10-2-415(4a) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Property annexation records, GRS-291.

AUTHORIZED: 03-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11035

3

TITLE: Condominium filings and indexes

DATES: 1970-

ARRANGEMENT:

DESCRIPTION:

The county recorder is required to maintain an index "whereby the record of each condominium project contains a reference to the declaration, each conveyance of, lien against, and all other instruments referring to a unit affected by such declaration, and the record of each conveyance of, lien against, and all other instruments referring to a unit shall contain a reference to the declaration of the property of which the unit is a part" (UCA 57-8-12(2) (1995).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Condominium filings and indexes, GRS-293.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Exempt UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11036

3

TITLE: Condominium maps

DATES: 1970-

ARRANGEMENT: None

DESCRIPTION:

These are "standard size original linen maps made by a registered Utah land surveyor," recorded with the county recorder. They include "a description of the surface of the land included within the project, including all angular and linear data along the exterior boundaries of the property . . . linear measurements and location, with reference to the exterior boundaries, of building or buildings . . . diagrammatic floor plans . . . description or delineation of the boundaries of the unit or convertible space . . . a distinguishing number or other symbol for every physical unit identified on the record of survey map; . . . to the location and dimensions of all easements appurtenant to the land included in the project; the 'convertible space' for each space" (UCA 57-8-13(1) (1995).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Condominium plats, GRS-294.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Davis County (Utah). County Recorder

SERIES: 11036

TITLE: Condominium maps

(continued)

PRIMARY DESIGNATION:

Exempt

UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 19538

1

TITLE: Decrees

DATES: 1880-

ARRANGEMENT: chronological

DESCRIPTION:

Record books of judicial decrees compiled by the county recorder to note real estate transactions arising as a result of probate settlements, civil suit judgments, etc. This series is included in the Official Records series 7181.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center permanently.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: Davis County (Utah). County Recorder

SERIES: 83188

3

TITLE: Deed records

DATES: 1869-

ARRANGEMENT: Numerical by book and page

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records." This series is included in the Official Records series 7181. These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as part of the "Official records."

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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Davis County (Utah). County Recorder

SERIES: 83188

TITLE: Deed records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 17-21-19

AGENCY: Davis County (Utah). County Recorder

SERIES: 10799

3

TITLE: Federal tax lien and discharge index

DATES: 1977-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an index to all federal tax lien notices and certificates of discharge recorded within Davis County. The county recorder is required to index federal tax liens and certificates of discharge in accordance with UCA 38-6-3 (1992). This index includes name, recordation date, lien's book, page and document numbers, certificate of discharge's book, page and document numbers. This series is included in the Official Records series 7181.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on both the administrative needs expressed by the office and the legal requirements specified by UCA 38-6-1 et seq. (1992).

AGENCY: Davis County (Utah). County Recorder

SERIES: 10799

TITLE: Federal tax lien and discharge index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11038

3

TITLE: Federal tax lien notices and certificates of discharge

DATES: undated

ARRANGEMENT: Numerical by book and page.

DESCRIPTION:

These are notices of liens against persons, companies, corporations, partnerships, or LLC's for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1995)).

RETENTION:

Retain for 18 month(s) after expiration of contractual agreement or

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County certificates of discharge, GRS-296.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months after expiration of lien or 7-1/2 years after filing and then destroy.

AGENCY: Davis County (Utah). County Recorder

SERIES: 11038

TITLE: Federal tax lien notices and certificates of discharge

(continued)

PRIMARY DESIGNATION:

Public

UCA 17-21-19

AGENCY: Davis County (Utah). County Recorder

SERIES: 7161

4

TITLE: Fee and entry books

DATES: i 1888-

ARRANGEMENT: Numerical by book number, thereunder Numerical by page number

DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

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: For records beginning in 1887 through 1985. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1888 and continuing to the present. Retain in State Archives permanently.

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

AGENCY: Davis County (Utah). County Recorder

SERIES: 7161

TITLE: Fee and entry books

(continued)

PRIMARY DESIGNATION:

Public

UCA 17-21-19

AGENCY: Davis County (Utah). County Recorder

SERIES: 11040

3

TITLE: General filing index

DATES: undated

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(11) (1995)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

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.

PRIMARY DESIGNATION:

Exempt UCa 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11041

3

TITLE: Grantor and grantee indexes

DATES: undated

ARRANGEMENT: Alphabetical by name of party or single name

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 "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1995)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995)).

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 13043

3

TITLE: Land use plats

DATES: undated

ARRANGEMENT: none

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:

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 Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

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

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

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

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

AGENCY: Davis County (Utah). County Recorder

SERIES: 13043

TITLE: Land use plats

(continued)

APPRAISAL:

These records have historical value(s).

Disposition based on research value of analysis of land use considerations and maps for Kaysville.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 19537

3

TITLE: Liens and leases

DATES: 1899-

ARRANGEMENT: chronological

DESCRIPTION:

Liens, leases, power of attorney, etc. pertaining to real estate transactions. This series is included in the Official Records series 7181.

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 master: Retain in State Archives permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 19539

3

TITLE: Liens and leases indexes

DATES: undated

ARRANGEMENT:

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:

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

APPRAISAL:

These records have historical value(s).

AGENCY: Davis County (Utah). County Recorder

SERIES: 19539

TITLE: Liens and leases indexes

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Davis County (Utah). County Recorder

SERIES: 11039

3

TITLE: Military service records and index

DATES: undated

ARRANGEMENT: Numerical by book and page.

DESCRIPTION:

These are "honorable military discharges, . . . any and all orders, citations, and decorations of honor to any person while he was in the military" is recorded with the county recorder (UCA 17-21-14 (1995)). An alphabetical name index is also maintained.

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.

PRIMARY DESIGNATION:

Private UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11037

3

TITLE: Mining records and indexes

DATES: undated

ARRANGEMENT: Numerical by book and page.

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."

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.

PRIMARY DESIGNATION:

Exempt UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11042

3

TITLE: Miscellaneous records and index

DATES: 1900-

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11043

3

TITLE: Monthly fee reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This monthly report certifies the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report to the county commission. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected and sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11044

3

TITLE: Mortgage records and indexes

DATES: undated

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1995)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties they are part of the "Official records."

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 7181

4

TITLE: Official records

DATES: i 1856-

ARRANGEMENT: Numerical by 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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). County Recorder

SERIES: 7181

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: Davis County (Utah). County Recorder

SERIES: 11046

3

TITLE: Powers of attorney index

DATES: undated

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from,' 'to,' 'revoked'" (UCA 17-21-6(8) (1995)). This series is included in the Official Records series 7181.

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:

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11047

3

TITLE: Professional certificates and indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are professional certificates recorded with the county recorder. The index includes name, book and page, entry number, date of recording, and date of issuance of certificate. This series is included in the Official Records series 7181.

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.

PRIMARY DESIGNATION:

Exempt UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11056

3

TITLE: Property ownership card index

DATES: 1974-

ARRANGEMENT: Numerical by land serial number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This card file serves as an index to property ownership within Davis County. It includes the property owner's name, book and page numbers of recorded documents which changed title and recordation dates. These are the working papers of the office, and, include notes and changes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected

AGENCY: Davis County (Utah). County Recorder

SERIES: 11045

3

TITLE: Property ownership plat maps

DATES: 1952-

ARRANGEMENT: Generally numerical by township and range.

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:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the processes employed in carrying out the functions of the county recorder. They also serve as a snapshot of property boundaries and ownership during the late 20th

AGENCY: Davis County (Utah). County Recorder

SERIES: 11045

TITLE: Property ownership plat maps

(continued)

century.

PRIMARY DESIGNATION:

Public

UCA 17-21-19

AGENCY: Davis County (Utah). County Recorder

SERIES: 11048

3

TITLE: Real estate judgment records and indexes

DATES: undated

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These are recorded "certified copies of final judgments or decrees partitioning or affecting the title or possession of real property." The recorder is required to record "when filed with him for that purpose" in "the record of deeds" (UCA 17-21-10 (1995)). The index is required to be divided into seven columns headed, respectively: judgment debtors, judgment creditors, amount of judgment, where recovered, when recovered, when transcript filed, and when judgment satisfied (UCA 17-21-6(10) (1995)).

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11050

1

TITLE: Returned or undeliverable instruments

DATES: undated

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

DESCRIPTION:

These original records are those which were returned to the recorder's office as undeliverable by the postal service, or the office was unable to locate the owner. They are only maintained as evidence that the original was not received by owners.

RETENTION:

Retain for 1 year(s)

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 for 1 year and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 25454

3

TITLE: Segregation and name change reports

DATES: ca. 1988-

ARRANGEMENT: Chronological, thereunder numerical by tax serial number

ANNUAL ACCUMULATION: 3.10 cubic feet.

DESCRIPTION:

This computer printout reports the previous day's data entry changes to the property tax information. It is used for proofreading all changes and to identify any errors made. This report includes tax serial number, name, address, legal description, acreage, location, taxing district, and reasons for changes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

Computer data files: Retain in Office until updated, corrections made and verified and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11708

1

TITLE: Special service district maps

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These maps document the boundaries of special service districts within the county. These maps are not recordable with the county recorder, but are filed with the county surveyor. They are used for reference purposes. They include township, section, range, roads, and special district boundaries.

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 updated and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11051

1

TITLE: Subdivision index

DATES: undated

ARRANGEMENT: Alphabetical by subdivision name

DESCRIPTION:

This is an index to subdivisions within the county (UCA 17-21-6(7) (1995)). It includes the name of the subdivision, location, and map file number.

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 10090

1

TITLE: Subdivision maps

DATES: 1949-

ARRANGEMENT: Numerical by subdivision number

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1995)).

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11053

3

TITLE: Tax sale records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (1995)) and records for property not sold (UCA 59-2-1351.3(1) (1995)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (1995)).

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11059

1

TITLE: Technical reference files

DATES: 1970-2010.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11055

1

TITLE: Uniform commercial code filings

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-401 (1995)).

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 permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 18077

3

TITLE: Water districts water allotments

DATES: ca. 1965-

ARRANGEMENT: Chronological, thereunder numerical by section, township, and range numbers

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Books submitted annually by water districts within Davis County to the county clerk in accordance with UCA 17A-2-711 (1995) showing all revisions made to the previous year's water allotments. Books include district name; section, township and range; tract number; owner's name; tract legal description; board of director's original allotment, duty acre fee per acre and total acre feet required; the revised allotment, duty per acre feet; totals; and any comments.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have historical value(s).

This disposition is based on the administrative needs expressed by the office. The official copy is retained by the special district.

AGENCY: Davis County (Utah). County Recorder

SERIES: 18077

TITLE: Water districts water allotments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Recorder

SERIES: 11054

3

TITLE: Water records and indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water records are compiled separately, while in others they are part of the "Official records". This series is included in the Official Records series 7181.

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public