

Retention and Classification Report

Agency: Davis County (Utah). County Surveyor (266)

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

Records Officer: _____

11686	Address maps
11689	*City and county maps
11691	*Emergency response maps
11693	Field books
05884	*Highway map
11696	Local tie sheets
05886	Maps
11697	Minor subdivision maps
11699	*Organizational files
11700	*Pending files
11702	Plat maps indexes
11704	*Quarterly report to Auditor
11705	Recorded surveys
11706	*Routine control files
11707	*Scrapbooks
11709	*Technical reference files
11711	*Topographical maps
11712	*Township plat maps
11713	*Working papers

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11686

1

TITLE: Address maps

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These official maps document all addresses within the county. They include the township, range, section, towns, streets, roads, and actual addresses. These maps are updated with new streets, roads, and addresses added. New maps are only created when additions make existing maps too cumbersome to use. In some counties each incorporated city or town is responsible for maintaining their own addressing system.

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Retain until superseded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Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11689

3

TITLE: City and county maps

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These maps provide an overview of all incorporated and unincorporated areas of the county. They are used for reference purposes. Since many small communities cannot afford to have maps drawn some county surveyors provide this service. These maps serve as a basic representation of locations showing township, range, sections, streets, roads and blocks. In most counties, larger communities provide their own maps.

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 updated and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11691

1

TITLE: Emergency response maps

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These official maps document the ambulance and fire dispatching zones. They include the township, section, range, and the drawn boundaries of the response zones. For further reference see series 26461 Emergency Operations Plan.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11693

1

TITLE: Field books

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These books contain the original survey notes and measurements by surveyors. They are used to create maps and diagrams for specific projects and to update reference sheets. They include township, section, range, survey measurements, elevations, and grade with some sketches of area and notes regarding the project.

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:

Digital image: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 5884

3

TITLE: Highway map

DATES: 1952.

ARRANGEMENT: Alphanumerical

DESCRIPTION:
Highway maps for Davis County

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11696

3

TITLE: Local tie sheets

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These sheets document the permanent corner locations of each section or quarter section. Since all surveys are tied to these corners it is critical that they can be perpetually located. The county surveyor is required to "to establish all corners of government surveys and reestablish all corners of government surveys where corners have been destroyed" (UCA 17-23-1(1)(4) (1995). These drawings include township, section, range, monuments, corners, survey measurements, and markers (e.g., manhole covers, telephone poles, walls) and survey or replacement date to allow for accurate location of corner. These sheets are updated as new information is collected. They may also be called reference sheets.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local tie records, GRS-380.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

Computer data files: Retain in Office until superseded or obsolete and then delete.

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11696

TITLE: Local tie sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 5886

3

TITLE: Maps

DATES: 1890-

ARRANGEMENT: Chronological by creation date.

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, geospatial data sets, aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

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 permanently or until administrative need ends and then transfer to State Archives 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 information gathered and used by the Surveyor's office and of the geography and infrastructure of the county.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11697

1

TITLE: Minor subdivision maps

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are maps of subdivisions which contain nine lots or less. "Subdivisions of less than ten lots, may be sold by metes and bounds" (UCA 17-27-806 (1995)). These maps are not recordable with the county recorder, but may be filed with the county surveyor. These maps include township, section, range, lot boundaries, and surveyor's certificate attesting to the accuracy to all measurements.

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.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11699

3

TITLE: Organizational files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the county. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11700

3

TITLE: Pending files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until reply received or action taken and then incorporate with official files.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11702

1

TITLE: Plat maps indexes

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are plat maps used as an index to illustrate the location of recorded surveys. They show locations of recorded surveys with the entry number of the recorded survey.

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.

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11704

1

TITLE: Quarterly report to Auditor

DATES: 1989-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

This quarterly report is submitted to the County Auditor. It is used to report billings for work for other county offices. It includes month and year, employee name, date, hours worked, location, totals and grand total.

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11705

3

TITLE: Recorded surveys

DATES: undated

ARRANGEMENT: None

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:

Retain permanently

DISPOSITION:

May 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: Davis County (Utah). County Surveyor

SERIES: 11705

TITLE: Recorded surveys

(continued)

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11706

1

TITLE: Routine control files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

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 no longer needed for operational purposes and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11707

1

TITLE: Scrapbooks

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are a chronological record of the activities of the county or individual county department. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to county activities and actions and reactions of county citizens.

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

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11709

1

TITLE: Technical reference files

DATES: undated.

ARRANGEMENT: None

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 no longer needed for reference and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11711

1

TITLE: Topographical maps

DATES: 1984-2024.

ARRANGEMENT: None

DESCRIPTION:

These are contour maps which illustrate natural features of the land. They are usually produced by other agencies, but are retained by the county surveyor for reference purposes. They include township, sections, range, elevations, rivers, lakes, and mountains, etc.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11712

1

TITLE: Township plat maps

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These township plat maps are used to identify specific locations. They include township, section, range, elevation, monument, coordinates, section corners, surveyor's signature and date. In some counties they are recorded with the county recorder and therefore also include date recorded, seal, and recorder's signature.

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:

Maps: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Davis County (Utah). County Surveyor

SERIES: 11713

3

TITLE: Working papers

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project completion and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2024.