Retention and Classification Report

Agency: Duchesne County (Utah). County Recorder (309)

PO Box 916
734 North Center St
Duchesne, UT 84021
435-738-1160

Records Officer: _____

25974	Correspondence
17449	Greenbelt records
18101	Mining notices of location
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AGENCY: Duchesne County (Utah). County Recorder

SERIES: 25974 3
TITLE: Correspondence
DATES: 1970-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 17449 3
TITLE: Greenbelt records
DATES: 1971-
ARRANGEMENT: Numerical by book number, thereunder by page number
DESCRIPTION:

These application forms are used to request taxation under the Farmland Assessment Act which allows for the assessment of agricultural land on the basis of its productive value rather than its market value. "The owner of land eligible for valuation [under the Farmland Assessment Act] must submit an application to the county assessor of the county in which the land is located" (UCA 59-2-508 (1995)). Theye are recorded with 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 Greenbelt applications, GRS-204.

AUTHORIZED: 08-09-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 17449
TITLE: Greenbelt records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18101 4
TITLE: Mining notices of location
DATES: 1882-
ARRANGEMENT: Chronological by date filed
DESCRIPTION:

Mining records, which constitute a legal record, are kept for the purpose of monitoring and registering mining claims and operations. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

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 destroy provided microfilm has passed inspection.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18101
TITLE: Mining notices of location

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 22195 4
TITLE: Mining proof of labor records
DATES: 1898-
ARRANGEMENT: Chronological by date filed
DESCRIPTION:

Mining records, which constitute a legal record, are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. Proofs of labor record the work performed at each mine annually with information pertaining to the name of the mining claim, number of days and time period worked on claim, mining district, value of work, and amount and type of materials removed.

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 Office permanently after being microfilmed.

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

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

APPRAISAL:

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

Because of the importance of mining information, which documents the monitoring and registering of mining operations, the County Recorder is required by law to maintain mining records and their corresponding indexes.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 22195
TITLE: Mining proof of labor records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18110 3
TITLE: Miscellaneous index
DATES: 1959-
ARRANGEMENT: Alphabetical by name
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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 22991 3
TITLE: Miscellaneous records
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:

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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 81769 4
TITLE: Official records
DATES: i 1910-
ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1910 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 included certificates of appointments for bishops and stake presidents in the Chruch of Jesus Christ of Latter-day Saints.

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: For records beginning in 1987 and continuing to the present. Retain in Office until microfilmed and then return to original owner.

Paper copy: For records beginning in 1987 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 81769
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: Duchesne County (Utah). County Recorder

SERIES: 22190 3
TITLE: Oil, gas and mineral leases
DATES: 1946-
ARRANGEMENT: Chronological by date filed
DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:
Transfer to Archives.

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

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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:
Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18104 3
TITLE: Powers of attorney index
DATES: 1986-
ARRANGEMENT: Alphabetical by name
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)).

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.

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18103 3
TITLE: Tax liens index
DATES: 1946-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are notices of liens "payable to the United States of America, other federal liens created under acts of Congress or regulation" . . . "shall be recorded in the office of the county recorder" (UCA 38-6-1 (2003)). "A certificate of discharge of any federal tax lien issued by the proper officer, is recorded in the office of the county recorder where the notice of lien is recorded" (UCA 38-6-3 (2003)). The notice of lien is required to either be listed in an alphabetical federal lien index or by the grantor or grantee or grantor index(UCA 38-6-2 (2003)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (2003)).

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 certificates of discharge, GRS-296.

AUTHORIZED: 09-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 18103
TITLE: Tax liens index

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PRIMARY DESIGNATION:

Public