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: _____

84253	*Abstracts records
84206	*Auditor's tax deeds
19821	*Chattel mortgages
25974	Correspondence
06909	*Deeds
06883	*Fee and entry books
17449	Greenbelt records
84236	*Military discharges
84251	*Mining deeds
18101	Mining notices of location
22195	Mining proof of labor records
18110	Miscellaneous index
22991	Miscellaneous records
84257	*Mortgages
81769	Official records
22190	Oil, gas and mineral leases
18104	Powers of attorney index
18103	Tax liens index

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 84253 4
TITLE: Abstracts records
DATES: i 1912-1986.
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 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: 84206 4
TITLE: Auditor's tax deeds
DATES: i 1932-1975.
ARRANGEMENT: Numerical by book number, thereunder chronological
DESCRIPTION:

When property was sold for delinquent taxes, the deed on the land would be entitled auditor's tax deeds. The tax assessment was made by the county auditor but the deed was registered with the county recorder. These are recorded copies of the deed at the time of the sale of property. Information includes name of property owner at the time of assessment; legal description of property; dates of instrument and sale of property; entry number; amount of taxes, costs, interest, and penalties; date and time of recording; and signatures of county auditor and witnesses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 19821 3
TITLE: Chattel mortgages
DATES: 1936-1962.
ARRANGEMENT: Chronological, thereunder by entry number.
DESCRIPTION:

These are loans which use personal property as collateral filed with the county recorder. They include the date due, lenders name and address, mortgagor's name and address, date of mortgage, amount of loan, installment payments, date of installments, contractual agreement, list of personal property held as collateral. Chattel mortgages are obsolete. In 1965, chattel mortgages were supplanted by the Uniform Commercial Code and in 1983 all mention of chattel mortgages was removed from the statutes of the county recorder. OBSOLETE RECORD

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 1938 through 1949. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1950 through 1962. Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have historical value(s).

The 1898 to 1925 records and indexes are kept for historical purposes as a sample of an obsolete process. Once very common chattel mortgages may now be used for both genealogical and community studies.

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 19821
TITLE: Chattel mortgages

(continued)

PRIMARY DESIGNATION:

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

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: 6909 4
TITLE: Deeds
DATES: i 1872-1977.
ARRANGEMENT: Numerical according to 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 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.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

Deeds document property ownership and therefore must be retained permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 6883 3
TITLE: Fee and entry books
DATES: 1915-1984.
ARRANGEMENT: Numerical by book, thereunder by entry number
DESCRIPTION:

These computer printouts and bound volumes record the payment of fees for the recording of legal instruments by the county recorder. They contain the fee for recording or filing; entry number; book and page instrument recorded; type of instrument recorded; date recorded; and name of person recording document. They are arranged numerically by entry number.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy the original.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This retention is based on UCA 17-21-6(1). These records are permanent and open to the public UCA 17-21-19.

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: 84236 4
TITLE: Military discharges
DATES: 1945-1994.
ARRANGEMENT: Chronological by date.
TOTAL VOLUME: 2.00 reels.
DESCRIPTION:

Since 1923, Utah Code has provided that upon presentation, the county recorder shall record honorable discharges from the military, naval or marine service of the United States, and any orders, citations, and decorations of honor relating to a person while in the military service of the United States. County recorders' copies are considered evidence with the same effect as the original. (Utah Code, 17-21-14, 2000). Military discharges contain a wide range of personal information, in addition to military and discharge information. Documents in this series include discharges from World War I to the Vietnam War and after.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1941 through 1994. Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1945 through 1994. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 84236
TITLE: Military discharges

(continued)

PRIMARY DESIGNATION:

Private	This series may contain such personal identifying information, such as birth dates, Social Security numbers, and military ID numbers. (Utah Code 63G-2-302)

SECONDARY DESIGNATION(S):

Public.	Records in this series are considered public after 75 years. (Utah Code 63G-2-310)

AGENCY: Duchesne County (Utah). County Recorder

SERIES: 84251 4
TITLE: Mining deeds
DATES: 1890-1950.
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 deeds which provide the name of the claim, grantors, grantees, location, legal description, date of transfer, and the mining district.

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.

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

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.

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: 84257 4
TITLE: Mortgages
DATES: i 1872-1977.
ARRANGEMENT: Numerical according to book number, thereunder by page number.
DESCRIPTION:

Mortgages are recorded with the county recorder to show a property title as security on a loan. Information includes entry number; date of mortgage; names of mortgagor and mortgagee; amount of mortgage; legal description of property; terms of mortgage; and signature of mortgagor; certification of notary public; date recorded; and signature of county recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently after being microfilmed.

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.

Microfilm master: Retain in State Archives permanently.

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

(continued)

PRIMARY DESIGNATION:

Public