

Retention and Classification Report

Agency: Emery County (Utah). County Recorder (339)

Emery County Courthouse
75 East Main, P.O. Box 698
Castle Dale, UT 84513
435-381-2414

Records Officer: _____

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AGENCY: Emery County (Utah). County Recorder

SERIES: 84042

4

TITLE: Abstracts records

DATES: i 1887-1973.

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:

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19: Public

AGENCY: Emery County (Utah). County Recorder

SERIES: 23197

1

TITLE: Chattel mortgages

DATES: ca. 1940-

ARRANGEMENT: chronological

DESCRIPTION:

Chattel mortgages are mortgages of personal property.

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 Archives permanently with authority to weed.

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

AGENCY: Emery County (Utah). County Recorder

SERIES: 84036

4

TITLE: Deeds

DATES: i 1881-1952.

ARRANGEMENT: Numerical by 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Emery County (Utah). County Recorder

SERIES: 6103

4

TITLE: Grantor and grantee indexes

DATES: i 1888-1973.

ARRANGEMENT: Alphabetical according to name of grantee/grantor or principal party

DESCRIPTION:

These records are used to index all deeds, final judgements, claims, patents, or decrees partitioning or affecting the title or possession of real property in Emery County as registered with the county recorder. Information includes names of grantee or grantor; date and type of instrument; date of filing; description of property; and volume and page number where the instrument was recorded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Emery County (Utah). County Recorder

SERIES: 84034

4

TITLE: Land patents

DATES: i 1894-1952.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

Federal and State land was sold, settled, and cultivated in small tracts to settlers in Utah, as in other states. An individual or business was required to apply for the program and had to meet specific qualifications. This record includes entry number, applications and certificate numbers; date of patent; names of grantor and grantee; legal description of property; consideration; signatures of secretary and recorder of United States general office; and date recorded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Emery County (Utah). County Recorder

SERIES: 13079

3

TITLE: Mechanics liens

DATES: 1891-1946.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed 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 State Archives permanently with authority to weed.

AGENCY: Emery County (Utah). County Recorder

SERIES: 6207

4

TITLE: Military discharges

DATES: 1923-1952.

ARRANGEMENT: Chronological by date.

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, as well as military service and discharge information. Most veterans brought their papers to be recorded soon after discharge. However, in some cases years elapsed between the date of discharge and recording. This is particularly true for World War I veterans whose discharges are scattered throughout this series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1923 through 1952.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1923 through 1952.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Emery County (Utah). County Recorder

SERIES: 82451

4

TITLE: Mining notices of location

DATES: 1907-1992.

ARRANGEMENT: Chronological by date filed.

TOTAL VOLUME: 254.00 reels.

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. This series contains notices of location which provide the name of the claim, locators, location, legal description and the mining district.

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 return original instrument to owner.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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: Emery County (Utah). County Recorder

SERIES: 82451

TITLE: Mining notices of location

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Emery County (Utah). County Recorder

SERIES: 84035

4

TITLE: Mortgages

DATES: i 1885-1957.

ARRANGEMENT: Numerical by 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 with authority to weed.

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

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

AGENCY: Emery County (Utah). County Recorder

SERIES: 6913

4

TITLE: Official records

DATES: i 1890-

ARRANGEMENT: Numerical by entry number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are the official records recorded with the county recorder. They include deeds, mortgages, mining records, military discharges, affidavits, powers of attorney, lis pendens, land agreements, redemption certificates, gas and oil leases, water records, leases, liens and etc. All recorded documents are currently compiled together as the official record, however in the past various types of documents were filed separately. 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: For records beginning in 1883 through 2000. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1883 through 2008.

AGENCY: Emery County (Utah). County Recorder

SERIES: 6913

TITLE: Official records

(continued)

Retain in Office permanently.

Digital image: Retain in Office permanently.

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: Emery County (Utah). County Recorder

SERIES: 6137

4

TITLE: Power of attorney

DATES: i 1924-1962.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

This record shos the authorizing of legal power for parties involved in land acquistions. Information includes date of the instrument; names of grnator and grantee; powers granted; acknowledgment; date recorded; and signatures of grantor and county recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Emery County (Utah). County Recorder

SERIES: 5890

3

TITLE: Water rights maps

DATES: 1912-1920.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Stream and water rights maps for Lott Canal, Pleasant Valley, Green River, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.