

Retention and Classification Report

Agency: Iron County (Utah). County Recorder (537)

Iron County Courthouse
68 South 100 East, P.O. Box 506
Parowan, UT 84761
435-477-3375

Records Officer: _____

17476	Court document record books
07064	Official records
29028	Ordinances
13054	Record books

AGENCY: Iron County (Utah). County Recorder

SERIES: 17476

3

TITLE: Court document record books

DATES: 1889-

ARRANGEMENT: Chronological

DESCRIPTION:

County recorder's copy of probate and civil court records establishing title to real estate and other property. The volumes include only copies of decrees of distribution, record of sales, lis pendens (foreclosure suits), orders to quiet title, and other property documents filed for the record by the county recorder. The filing date and recorder's signature appear with each document often accompanied by the name of the party requesting the official recording of the document. Other documents within the same court cases are not recorded in these volumes as they would be in the court-created record books.

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 State Archives permanently after microfilming.

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

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

AGENCY: Iron County (Utah). County Recorder

SERIES: 17476

TITLE: Court document record books

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Iron County (Utah). County Recorder

SERIES: 7064

3

TITLE: Official records

DATES: 1974-

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

The official record is a compilation of records kept by the county recorder. Beginning in 1916 records were registered together as well as in separate series. Contained in the official record are abstractor bonds, bills of sale, medical certification records, United States military discharges, affidavits, powers of attorney, list pending, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mini records, water records, leases, and liens. This series also includes certificates of appointments for bishops and stake presidents in the Church 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: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Digital image: Retain in Office permanently.

AGENCY: Iron County (Utah). County Recorder

SERIES: 7064

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: Iron County (Utah). County Recorder

SERIES: 29028

1

TITLE: Ordinances

DATES: 1852-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: 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 decisions and actions of the county.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Iron County (Utah). County Recorder

SERIES: 13054

3

TITLE: Record books

DATES: 1924-

ARRANGEMENT: none

DESCRIPTION:

Includes optometry and dentistry certificates from 1910-1914.

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 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.

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

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

APPRAISAL:

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

Disposition based on research value of records which document licenses to practice as dentists, ophthalmologists or doctors in the State of Utah.

AGENCY: Iron County (Utah). County Recorder

SERIES: 13054

TITLE: Record books

(continued)

PRIMARY DESIGNATION:

Public