

# Retention and Classification Report

**Agency:** Juab County (Utah). County Recorder (558)

Juab County Courthouse  
160 North Main  
Nephi, UT 84648  
435-623-1480

**Records Officer:** \_\_\_\_\_

06025	Abstracts records
09748	Federal tax lien index
13110	Financing statements index
06146	Miscellaneous indexes
09805	Mortgagee-Mortgagor indexes
80911	Official plat maps
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09749	Powers of attorney index
25981	Subdivision maps
24113	Tax roll index
06094	Uniform commercial code and financing statements indexes
09806	Water index

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 6025

4

**TITLE:** Abstracts records

**DATES:** i 1870-

**ARRANGEMENT:** Numerical by range, township, section, block, and lot  
**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:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**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 Office permanently.

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**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 6025

**TITLE:** Abstracts records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 9748

3

**TITLE:** Federal tax lien index

**DATES:** 1941-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). The index contains name and residence of taxpayer named in the notice, collector's serial number, date and hour of filing, the amount of lien with interest, penalties, and costs, and date of release of lien (UCA 38-6-2 (1995)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (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 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:** Juab County (Utah). County Recorder

**SERIES:** 9748

**TITLE:** Federal tax lien index

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 13110

3

**TITLE:** Financing statements index

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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:** Juab County (Utah). County Recorder

**SERIES:** 6146

3

**TITLE:** Miscellaneous indexes

**DATES:** 1882-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 9805

3

**TITLE:** Mortgagee-Mortgagor indexes

**DATES:** 1968-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are two alphabetical indexes concerning mortgagors and mortgagees.

**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 State Archives permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 80911

1

**TITLE:** Official plat maps

**DATES:** 1884-

**ARRANGEMENT:** Numerical by township, range, section, plat

**ANNUAL ACCUMULATION:** 100.00 cubic feet.

**DESCRIPTION:**

these are large maps of property in Juab County showing the ownership. They are updated annually. By statue (UCA 17-21-1) they are permanent and are open to the public.

**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 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:** Juab County (Utah). County Recorder

**SERIES:** 7043

4

**TITLE:** Official records

**DATES:** i 1870-

**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 1870 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 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:**

These records are in Archives' permanent custody.

**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.

Digital image: Retain in Office permanently.

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 7043

**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:** Juab County (Utah). County Recorder

**SERIES:** 9749

3

**TITLE:** Powers of attorney index

**DATES:** 1871-

**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. They include "the date and time of recording, the book, the page, and entry date (UCA 17-21-6(1)(h)(2011)).

**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:** Juab County (Utah). County Recorder

**SERIES:** 25981

1

**TITLE:** Subdivision maps

**DATES:** 1975-

**ARRANGEMENT:** Chronological by plat number

**DESCRIPTION:**

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder "in the county in which the lands platted and laid out as situated"(UCA 10-9-804(3)(a) (2004).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 24113

3

**TITLE:** Tax roll index

**DATES:** ca. 1983-

**ARRANGEMENT:** Alphabetical by owner name, or Alphanumeric by parcel number

**DESCRIPTION:**

This index is a listing of all property owners in the county.  
"Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

**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 Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 24113

**TITLE:** Tax roll index

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 6094

3

**TITLE:** Uniform commercial code and financing statements indexes

**DATES:** 1966-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Juab County (Utah). County Recorder

**SERIES:** 9806

3

**TITLE:** Water index

**DATES:** 1884-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This book indexes recorded water records. The alphabetical index includes name, entry number, book and page recorded, and type of instrument.

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