

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: _____

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AGENCY: Juab County (Utah). County Recorder

SERIES: 6023

3

TITLE: Abstract lost grantee index

DATES: 1978-1985.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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 State Archives permanently with authority to weed.

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.

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

AGENCY: Juab County (Utah). County Recorder

SERIES: 6025

TITLE: Abstracts records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 84142

4

TITLE: Deeds

DATES: i 1863-1911.

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, administrato, quit claim, guardian, probate, mayor, and trust deeds. Information recoded 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 with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 6179

3

TITLE: Eureka abstracts index

DATES: 1900-1927.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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 State Archives permanently with authority to weed.

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: 84143

4

TITLE: Fee and entry books

DATES: i 1887-1977.

ARRANGEMENT: Alphabetical by book letter, thereunder by page number

DESCRIPTION:

These books record all legal instruments filed with the county recorder. A record of any fee is attached if assessed for services by the county. Information includes fees collected, date and person filing legal instrument; entry number; type of instrument; date recorded; description of property (if involved); volume and page when instrument was recorded; names of interested parties; and consideration for property.

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

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: 6177

4

TITLE: Grantor and grantee indexes

DATES: i 1889-1984.

ARRANGEMENT: Alphabetical by 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 Juab 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:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 84138

4

TITLE: Land patents

DATES: i 1915-1979.

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: Juab County (Utah). County Recorder

SERIES: 84173

4

TITLE: Lien registers

DATES: i 1880-1984.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

Liens are kept by the county recorder to register instruments affecting property of a debtor if a creditor holds or sells that property liens serve as security or payment of a debt. The record indicates entry number; name and address of person filing lien; nature of the lien; signature of person giving lien; certification of notary public; date recorded; and signature of county recorder.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

AGENCY: Juab County (Utah). County Recorder

SERIES: 13109

3

TITLE: Mechanics liens and bonds

DATES: 1886-1907.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Juab County (Utah). County Recorder

SERIES: 84172

4

TITLE: Military discharges

DATES: 1944-1947.

ARRANGEMENT: By military branch, thereunder 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. County recorders' copies are considered evidence with the same effect as the original (Utah Code, 17-21-14, 2000). Military discharge records include extensive personal information, as well as military service and discharge information. The bulk of these records relate to men who were discharged in 1945 and 1946. A few relate to men discharged in 1918 or 1919.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1944 through 1947.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1944 through 1947.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Juab County (Utah). County Recorder

SERIES: 6086

4

TITLE: Mining records

DATES: i 1861-1978.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several subseries, which focus on different stages of the mining industry. The record of mining locations show name of claim and locations; legal description of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer location notices show name and description of claim. Mining deeds record information affecting the title to the mining property; and abstract of mines records instruments affecting title to patented mining claims which include type of instrument filed with the 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.

Paper: Retain in Office permanently after being microfilmed.

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: 84141

4

TITLE: Mortgages

DATES: i 1893-1947.

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.

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 statute (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: 84174

4

TITLE: Powers of attorney

DATES: i 1884-1938.

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

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.

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: 13121

3

TITLE: Sales certificates

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/2016

FORMAT MANAGEMENT:

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)

AGENCY: Juab County (Utah). County Recorder

SERIES: 13108

3

TITLE: Water records

DATES: 1870-1881.

ARRANGEMENT: none

DESCRIPTION:

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.