

## Retention and Classification Report

**Agency:** Kane County (Utah). County Recorder (564)

Kane County Courthouse  
76 North Main Street #14  
Kanab, UT 84741  
435-644-2360

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

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

**SERIES:** 83803

4

**TITLE:** Abstracts records

**DATES:** i 1872-

**ARRANGEMENT:** Chronological

**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 is authorized by Archives general schedule County official records, GRS-305.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14011

3

**TITLE:** Annexation maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are maps of incorporated areas annexed by municipalities. Upon the annexation of the territory a requirement is to immediately file "a transparent, reproducible plat or map" in the office of the county recorder, "together with a certified copy of the resolution or ordinance declaring the annexation" (UCA 10-2-415(4a) (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Property annexation records, GRS-291.

**AUTHORIZED:** 03-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14013

3

**TITLE:** Condominium filings and indexes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

The county recorder is required to maintain an index "whereby the record of each condominium project contains a reference to the declaration, each conveyance of, lien against, and all other instruments referring to a unit affected by such declaration, and the record of each conveyance of, lien against, and all other instruments referring to a unit shall contain a reference to the declaration of the property of which the unit is a part" (UCA 57-8-12(2) (1990).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Condominium filings and indexes, GRS-293.

**AUTHORIZED:** 09-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14014

3

**TITLE:** Condominium maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are "standard size original linen maps made by a registered Utah land surveyor," recorded with the county recorder. They include "a description of the surface of the land included within the project, including all angular and linear data along the exterior boundaries of the property . . . linear measurements and location, with reference to the exterior boundaries, of building or buildings . . . diagrammatic floor plans . . . description or delineation of the boundaries of the unit or convertible space . . . a distinguishing number or other symbol for every physical unit identified on the record of survey map; . . . to the location and dimensions of all easements appurtenant to the land included in the project; the 'convertible space' for each space" (UCA 57-8-13(1) (1990).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Condominium plats, GRS-294.

**AUTHORIZED:** 09-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on

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

**SERIES:** 14014

**TITLE:** Condominium maps

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14015

3

**TITLE:** Deed records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address, of grantee, and legal description of property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14016

3

**TITLE:** Federal tax lien notices and certificates of discharge

**DATES:** undated

**ARRANGEMENT:**

**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 (1990)). "The certificate of discharge of any tax lien issued by the collector of internal revenue, or other proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1990)). 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 (1990)). The county recorder is also required to index the certificate of discharge (UCA 38-6-3 (1991)).

**RETENTION:**

Retain for 18 month(s) after resolution of issue or

**DISPOSITION:**

Destroy.

**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 for 18 months after expiration of lien or 71/2 years after filing date and then destroy.



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

**SERIES:** 14016

**TITLE:** Federal tax lien notices and certificates of discharge

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14017

3

**TITLE:** Fee and entry books

**DATES:** 1889-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry." They contain the amount of fee paid for recording or filing; names of persons involved; entry number; book and page recorded; and type of instrument. They are arranged numerically by entry number (UCA 17-21-6(1) (1990).

**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 (1990)

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

**SERIES:** 14018

3

**TITLE:** Grantor and grantee indexes

**DATES:** undated

**ARRANGEMENT:** Alphabetical by first letter of grantee's/grantor's surname

**DESCRIPTION:**

These are alphabetical indexes where "all deeds and final judgments or decrees partitioning or affecting title as to possession of real property." The grantors' index contains the "number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of filing, kind of instrument, consideration, the book and page and entry number in which it is recorded, and a brief description of the premises" (UCA 17-21-6(2) (1990)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1990)).

**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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 14018

**TITLE:** Grantor and grantee indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 9930

4

**TITLE:** Mining records

**DATES:** 1910-

**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. Mining records contain notices of location which provide the name of the claim, locators, location, legal description and the mining district; proofs of labor which record the work performed at each mine annually; deeds which record information affecting the title to the mining property; and oil, gas and mineral leases.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical 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

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

**SERIES:** 9930

**TITLE:** Mining records

(continued)

corresponding indexes.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14020

3

**TITLE:** Miscellaneous records and indexes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1990)).  
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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 12193

3

**TITLE:** Mortgage records

**DATES:** 1898-

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

These are legal instruments recorded by the county recorder concerning all "mortgages, deeds of trust, liens, and all other instruments in the nature of an encumbrance upon real estate" (UCA 17-21-6(4,5) (1990). There are two alphabetical indexes concerning mortgagors and mortgagees.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 5002

3

**TITLE:** Official records

**DATES:** 1870-

**ARRANGEMENT:** Numerical by book and page numbers

**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:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

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

**SERIES:** 5002

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

**SERIES:** 14021

1

**TITLE:** Plat maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1990)).

**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.

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

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14022

3

**TITLE:** Powers of attorney index

**DATES:** undated

**ARRANGEMENT:**

**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) (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14023

1

**TITLE:** Returned or undeliverable instruments

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These original records are those which were returned to the recorder's office as undeliverable by the postal service, or the office was unable to locate the owner. They are only maintained as evidence that the original was not received by owners.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14024

1

**TITLE:** Subdivision index

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is an index to subdivisions within the county (UCA 17-21-6(7) (1990)). It includes the name of the subdivision, location, and map file number.

**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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14025

1

**TITLE:** Subdivision maps

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-26; 57-5-3 (1990)). All subdivisions must be approved by the "the legislative authority of the city or town in which such land may be situated, or in the absence of such legislative authority by the legislative authority of the county in which the town is situated," before the subdivision map is recorded by the county recorder (UCA 17-21-8 (1990)).

**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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)

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

**SERIES:** 14028

1

**TITLE:** Uniform commercial code filings

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-40(a) (1990)).

**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.

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)



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

**SERIES:** 14027

3

**TITLE:** Water records and indexes

**DATES:** 1916-

**ARRANGEMENT:** Numerical by book and page

**DESCRIPTION:**

These records contain the official records of recorded water claims. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases. The alphabetical index includes name, entry number, book and page recorded, and type of instrument. In some counties water records are compiled separately, while in others they are part of the "Official records".

**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:**

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Microfilm duplicate: Retain in Office permanently.

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

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

**SERIES:** 14027

**TITLE:** Water records and indexes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 17-21-19 (1990)