

Retention and Classification Report

Agency: Morgan County (Utah). County Recorder (661)

Morgan County Courthouse
48 West Young Street, P.O. Box 886
Morgan, UT 84050
435-829-3277

Records Officer: _____

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AGENCY: Morgan County (Utah). County Recorder

SERIES: 14239

3

TITLE: Abstract records

DATES: 1887-

ARRANGEMENT: Numerical by book, thereunder alphanumerical by township, range and section
DESCRIPTION:

These records contain the history of property ownership by providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" by geographical location (UCA 17-21-6(6) (1990)). They contain the date and character of the instrument, book and page, entry number, 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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Morgan County (Utah). County Recorder

SERIES: 27803

1

TITLE: Dedication plats

DATES: 2011-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are recorded dedication plat maps showing subdivision, roads, etc., which have been approved by the cities and the county. Records include dedication plat maps of approved subdivisions, roads, annexations, etc.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Recorder

SERIES: 11877

3

TITLE: Deeds book

DATES: 1870-

ARRANGEMENT: Numerical by book and page

DESCRIPTION:

These volumes contain verbatim copies of deeds recorded by the county recorder. They contain the book and page number, address of grantee, legal description of property. Some counties separate deeds, while others compile them as 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 Deed records, GRS-735.

AUTHORIZED: 12-03-2018

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.

Microfilm duplicate: For records beginning in 1936 through 1940. Retain in State Archives permanently with authority to weed.

AGENCY: Morgan County (Utah). County Recorder

SERIES: 11877

TITLE: Deeds book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Recorder

SERIES: 14965

3

TITLE: Grantor and grantee indexes

DATES: 1972-

ARRANGEMENT: Alphabetical by 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) (1994). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1994).

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: Morgan County (Utah). County Recorder

SERIES: 14965

TITLE: Grantor and grantee indexes

(continued)

PRIMARY DESIGNATION:

Public

UCA 17-21-19 (1990)

AGENCY: Morgan County (Utah). County Recorder

SERIES: 14963

3

TITLE: Mining records

DATES: 1905-

ARRANGEMENT: Chronological

DESCRIPTION:

These are legal instruments recorded by the county recorder concerning mining. They include the following: Notices of locations, Mining deed records, Mining claims records, Proof of labor records, Mining mortgages, Mining abstract records, Mining transfers and relocations. In some counties mining 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:

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: Morgan County (Utah). County Recorder

SERIES: 14963

TITLE: Mining records

(continued)

PRIMARY DESIGNATION:

Public

UCA 17-21-19 (1990)

AGENCY: Morgan County (Utah). County Recorder

SERIES: 14964

3

TITLE: Mortgagee/mortgagor indexes

DATES: 1910-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are alphabetical indexes to mortgage records which are recorded as part of 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:

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.

PRIMARY DESIGNATION:

Public UCA 17-21-19 (1990)

AGENCY: Morgan County (Utah). County Recorder

SERIES: 6982

4

TITLE: Official records

DATES: i 1977-

ARRANGEMENT: Numerical according to book number, thereunder chronological according to date of entry.

DESCRIPTION:

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:

These records are in Archives' permanent custody.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: 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.

AGENCY: Morgan County (Utah). County Recorder

SERIES: 6982

TITLE: Official records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Recorder

SERIES: 29037

1

TITLE: Ordinances

DATES: 1862-

ARRANGEMENT:

DESCRIPTION:

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

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:

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: Morgan County (Utah). County Recorder

SERIES: 27802

1

TITLE: Plat maps by section, township, and range

DATES: 2007-

ARRANGEMENT: Numerical by section, township, and range

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 (1995)).

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:

Maps: Retain in Office until superseded and then destroy.

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

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

The plat maps show property ownership and are updated when ownership changes. The record copy is the current paper copy. Once each year the recorder will create a microfilm and digital copy of the plat maps to preserve a historical record of property ownership.

AGENCY: Morgan County (Utah). County Recorder

SERIES: 27802

TITLE: Plat maps by section, township, and range

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Recorder

SERIES: 27804

1

TITLE: Plat maps of subdivisions

DATES: 2007 -

ARRANGEMENT: alphabetic

DESCRIPTION:

These are plat maps showing property ownership and property lines of sub divisions 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 (1995)).

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 until superseded and then destroy.

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

Digital image: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

The plat maps show property ownership and are updated when ownership changes. The record copy is the current paper copy. Once each year the recorder will create a microfilm and digital copy of the plat maps to preserve a historical record of property ownership.

AGENCY: Morgan County (Utah). County Recorder

SERIES: 27804

TITLE: Plat maps of subdivisions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County (Utah). County Recorder

SERIES: 11876

3

TITLE: Powers of attorney index

DATES: 1870-

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:

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

AGENCY: Morgan County (Utah). County Recorder

SERIES: 27805

1

TITLE: Surveys

DATES: 1988-

ARRANGEMENT: numeric by the number given when filed

DESCRIPTION:

These are created to keep a back up of surveys filed in the recorder's office. The surveys are used for administrative and legal purposes. May include maps.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public