

## Retention and Classification Report

**Agency:** Rich County (Utah). County Recorder (842)

Rich County Courthouse  
21 South Main, P.O. Box 322  
Randolph, UT 84064  
435-793-2005

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

28417	Annexation maps
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25813	*Water records

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

**SERIES:** 28417

3

**TITLE:** Annexation maps

**DATES:** 1896 -

**ARRANGEMENT:** Alphanumeric by city and location

**DESCRIPTION:**

These records are maps of incorporated areas annexed by municipalities in Rich County. These records are prepared by a licensed surveyor and are used to show annexed boundaries approved by city ordinance.

**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 Property annexation records, GRS-291.

**AUTHORIZED:** 03-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

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

**SERIES:** 28417

**TITLE:** Annexation maps

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83789

4

**TITLE:** Fee and entry books

**DATES:** i 1888-

**ARRANGEMENT:** Numerical by entry 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 where instrument was recorded; names of interested parties; and consideration for property.

**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 and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

Fee and entry books provide access official county records by entry number and by date.

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

**SERIES:** 83789

**TITLE:** Fee and entry books

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83788

4

**TITLE:** Grantor and grantee indexes

**DATES:** 1873-

**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 Millard 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:**

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 permanently and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 28419

3

**TITLE:** Maps of new roads and vacated roads

**DATES:** 1896 -

**ARRANGEMENT:** By county or town name

**DESCRIPTION:**

These records contain maps of newly dedicated roads and vacated roads in Rich County. These records contain maps for both municipal roads and county roads.

**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 Transportation records, GRS-726.

**AUTHORIZED:** 05-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83787

4

**TITLE:** Mortgages and deeds

**DATES:** i 1883-1958; 1965-1970.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are recorded copies of various types of deeds and mortgages registered with the county recorder that show land ownership.

Types of deeds may be sheriff, administrator, quit claim, guardian, probate, mayor, and trust deeds. Information recorded on deeds includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded. 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.

**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.

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

**SERIES:** 83787

**TITLE:** Mortgages and deeds

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83790

4

**TITLE:** Official records

**DATES:** i 1956-

**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 1956 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:**

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.

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

**SERIES:** 83790

**TITLE:** Official records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 28416

1

**TITLE:** Recorded land surveys

**DATES:** 1896 -

**ARRANGEMENT:** Chronologically by date filed

**DESCRIPTION:**

These records contain survey notes and measurements by land surveyors. They are used to create maps for private, county, state, and federal land located in Rich County.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 28418

3

**TITLE:** Subdivision and condominium maps

**DATES:** 1896 -

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records contain plats for new condominium and subdivision projects in Rich County.

**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 Condominium plats, GRS-294.

**AUTHORIZED:** 09-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25813

3

**TITLE:** Water records

**DATES:** 1888-1976.

**ARRANGEMENT:** Chronological by date recorded

**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 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 with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**PRIMARY DESIGNATION:**

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