

Retention and Classification Report

Agency: San Juan County (Utah). County Recorder (904)

San Juan County Courthouse
117 South Main, P.O. Box 789
Monticello, UT 84535
435-587-3228

Records Officer: _____

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AGENCY: San Juan County (Utah). County Recorder

SERIES: 83187

3

TITLE: Abstract books and indexes

DATES: [ca. 1949]-

ARRANGEMENT: Numerical by township, range, and section

ANNUAL ACCUMULATION: 0.20 cubic feet.

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) (1995)). They contain the date and character of the instrument, book and page, entry number, and legal description.

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.

APPRAISAL:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 83187

TITLE: Abstract books and indexes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23830

1

TITLE: Annexation and township maps

DATES: ca. 1950-

ARRANGEMENT: Alphabetical by town and district

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) (1995)). They also include the original township maps in San Juan 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:

Maps: 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: San Juan County (Utah). County Recorder

SERIES: 23399

3

TITLE: Deed records

DATES: 1891-1952.

ARRANGEMENT: Chronological by date recorded.

DESCRIPTION:

Deeds are official contracts transferring property ownership. According to Utah law, no transfer or sale of property is valid unless it is recorded by the county recorder. (Laws of Utah, 1852. "An Act Regulating Transfers of Possession of Land and Real Estate," p. 66-67, Utah State Archives series 83155). Deeds include the names of buyer and seller, a legal description of the property, and specify the terms of transfer. They are signed by grantors (sellers) and witnesses. In addition to deeds transferring land ownership, San Juan County deed records include many mining deeds which transfer interest in or ownership of mining claims.

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.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

San Juan County deed records provide legal and historical information about property ownership and about mining activity in the county.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23399

TITLE: Deed records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23465

3

TITLE: Federal Farm Loan Mortgage Records

DATES: 1918-1923.

ARRANGEMENT: Chronological, thereunder numerical by page number

TOTAL VOLUME: 0.20 cubic feet.

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) (1995)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties 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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 83185

3

TITLE: Fee and entry books

DATES: [ca. 1955]-

ARRANGEMENT: Numerical by book, page, and entry number

ANNUAL ACCUMULATION: 0.10 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) (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 official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 83185

TITLE: Fee and entry books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 14786

3

TITLE: General filing index

DATES: 1975-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This is an index to "all executions and writs of attachments and any other instruments not required by law to be spread upon the record," (UCA 17-21-6(11) (1990)). The index contains separate columns which include the names of plaintiffs in the execution, the defendants in the execution, purchaser at the sale and date of sale, and filing number of document.

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: San Juan County (Utah). County Recorder

SERIES: 14771

3

TITLE: Grantor and grantee indexes

DATES: 1883-

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) (1995)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(3) (1995)). One volume (1919-1947) is titled "Grantors to Index Mortgagers," Book 1. Another (1936-1947) is titled "Grantee's to dex Mortgagees" Book 1. Both include information on grantees/grantors.

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.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 14771

TITLE: Grantor and grantee indexes

(continued)

PRIMARY DESIGNATION:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 6105

3

TITLE: Grantor mortgages indexes

DATES: 1905-1943.

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: San Juan County (Utah). County Recorder

SERIES: 23906

1

TITLE: Informational maps

DATES: 1900-

ARRANGEMENT: Chronological

DESCRIPTION:

These are various maps filed with the county recorder. They are used for reference purposes. They include maps of county roads and highways,

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 5155

4

TITLE: Military discharges

DATES: 1944-1948.

ARRANGEMENT: Chronological according to the date recorded.

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 of the United States. 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. All documents in this series relate to men who were discharged from 1944 to 1948.

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 until microfilmed and then retain in office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

AGENCY: San Juan County (Utah). County Recorder

SERIES: 5155

TITLE: Military discharges

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 24001

4

TITLE: Mining location notices (lode claims)

DATES: 1900-1951.

ARRANGEMENT: Chronological by date recorded.

DESCRIPTION:

The San Juan County recorder kept a separate set of books in which to record location notices for lode claims. Federal mining law outlined that the first step toward ownership of mineral deposits in the public domain was the discovery of a potentially productive site and recording a claim or notice of location. (see Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). Lode location notices are defined in terms of identified sections of veins or lodes of quartz or other rock bearing gold, silver or other precious metals. By federal law, lode claims could not exceed 1500 feet along the lode. Each claim in these books serves as notification that the undersigned locator has complied with United States and local laws and is entitled to a certain specifically named claim. Each notice identifies the names of locators, names and describes the claim, and provides dates of location and filing. Most of the notices in these books do not identify a mining district, nor do they indicate the locator's objective. However, occasionally stated objectives were copper and uranium. A proliferation of notices recorded 1948-1951 can be attributed to uranium development which became important in San Juan County after World War II.

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.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 24001

TITLE: Mining location notices (lode claims)

(continued)

APPRAISAL:

These records have historical, and/or legal value(s).
Mining location notices provide historical and legal
documentation of mining activity in San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 24000

4

TITLE: Mining location notices (petroleum)

DATES: 1905-1941.

ARRANGEMENT: Within each book claims are arranged chronologically as recorded, however the books are not chronological.

DESCRIPTION:

Mining location notices in this series document the petroleum boom which peaked in San Juan County in 1908-1909. After oil prospectors opened a gusher in March 1908, the ensuing stampede to the San Juan and Colorado Rivers resulted in the recording of nearly 10,000 location notices by July 1909 (Osmond L. Harline, "Utah's Black Gold," Utah Historical Quarterly, vol. 31, no. 3, p. 297). Federal mining law provided that valuable mineral deposits in the public domain were free and open to exploration and that the locators of the same were to have exclusive right of possession as long as they complied with federal and local law (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). The first step toward ownership was the discovery of a potentially productive site and recording the claim or notice of location. Each notice affirms that the locator has complied with federal and local mining laws. Each notice names the claim and provides a description of it, and each notice provides the names of locators and their place of residence.

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.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 24000

TITLE: Mining location notices (petroleum)

(continued)

APPRAISAL:

These records have historical value(s).

Location notices in this series document the oil boom on the San Juan and Colorado Rivers in 1908-1909.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23905

4

TITLE: Mining maps

DATES: 1912-1918; 1950-1982.

ARRANGEMENT: Alphabetical by name of individual or corporation who owned the claims.

DESCRIPTION:

The mining maps included here are plat or survey maps identifying the various claims of specific individuals or corporations. Most of these maps were recorded in the 1950s, suggesting that these are maps of uranium claims. This series also contains a 1918 map of San Juan County mining districts and two maps for claims located in 1912 and 1916. A few additional maps are dated 1960-1982.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Maps: 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.

Digital image: Retain in Office permanently.

APPRAISAL:

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

Mining maps identify the location of mining claims owned by various corporations or individuals in San Juan County.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 84250

4

TITLE: Mining records

DATES: 1891-1914.

ARRANGEMENT: Chronological as recorded.

DESCRIPTION:

San Juan County mining record books document the boom and bust of wealth-seekers searching for gold in the late nineteenth century and then for oil in the early twentieth century. While these books contain a variety of mining records, they are dominated by claims or notices of location along the banks of the Colorado and San Juan Rivers. Federal mining law enacted in 1872 provided that valuable mineral deposits in the public domain were free and open to exploration and that the locators of the same were to have exclusive right of possession as long as they complied with federal and local law (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XVII, chap. 152, also Revised Statutes of the United States, chap. 6, title 32). The first step toward ownership of mineral deposits was the discovery of a potentially productive site and recording the claim or notice of location.

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.

APPRAISAL:

These records have historical value(s).

San Juan County mining record books document the boom and bust of wealth-seekers searching for gold in the late nineteenth century and then for oil in the early twentieth century.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 84250

TITLE: Mining records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23583

4

TITLE: Mining records index (locations)

DATES: 1888-1982.

ARRANGEMENT:

DESCRIPTION:

The San Juan County recorder created an index to provide reference to notices of location and all other mining records he recorded. This master index provides reference by the name of the mining claim and references notices of location as well as deeds, mining and mineral leases, amendments to notices of location, agreements, assignments, court decrees, liquidations, mortgages, mortgage releases, and affidavits showing proof of labor. Information in the index includes the name of the claim, the name or names of locators or owners, the the kind of document, the date it was filed, and the book and page number where recorded. It sometimes indicates the mining district or township in which the claim is located. 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 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.

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23583

TITLE: Mining records index (locations)

(continued)

APPRAISAL:

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

Mining records index provides summary information about mining claims in San Juan County as well as reference to original documents.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23584

4

TITLE: Mining records index (locators)

DATES: 1955-1994.

ARRANGEMENT: Alphabetical by name of locator or owner, thereunder chronological by filing date.

DESCRIPTION:

The San Juan County recorder created this index to provide reference to notices of location and other mining documents by the names of individuals or corporations locating or owning the claim. Documents referenced in this index include notices of location, maps, deeds, mining and mineral leases, amendments to notices of location, agreements, assignments, court decrees, liquidations, mortgages, mortgage releases, affidavits showing proof of labor, etc. Information provided in the index includes the name or names of locators or owners, the name of the claim, the kind of document, the date it was filed, and the book and page number where recorded. It sometimes indicates the mining district or township in which the claim is located. 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 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.

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23584

TITLE: Mining records index (locators)

(continued)

APPRAISAL:

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

This mining records index provides summary information about mining in San Juan County as well as reference to original mining documents.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23400

3

TITLE: Miscellaneous records

DATES: 1884-1954.

ARRANGEMENT: Chronological by date recorded.

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These are copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). The index contains the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks. The San Juan County recorder used miscellaneous record books for a variety of records. The following books contain the following kinds of records: Miscellaneous Book B is dominated by mining records, including many location notices, affidavits showing proof of labor, and the by-laws of many mining districts. In addition, this book contains mortgages, homestead certificates, deeds, and agreements. Miscellaneous Book L is likewise dominated by mining records, including many notices of location and affidavits showing proof of labor. Other documents include Bishop's certificates, horse pedigrees, leases, agreements, and bills of sale. Miscellaneous Book T continues with many mining records of all kinds. It also contains numerous military discharges for World War I veterans, as well as deeds, and oil leases. Book T 1 and books thereafter contain a wider variety of documents and are not primarily mining records. Some of these records include deeds of all kinds, agreements, court decrees, leases, assignments, affidavits showing proof of labor, chattel mortgage releases and etc. Books T 4 and T 5 also contain many military discharges for World War II veterans. Book T 6 is almost exclusively oil and gas leases.

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: San Juan County (Utah). County Recorder

SERIES: 23400

TITLE: Miscellaneous records

(continued)

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

APPRAISAL:

These are legal instruments required to be recorded and maintained by the county recorder.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23401

3

TITLE: Mortgage records

DATES: 1898-1952.

ARRANGEMENT: Chronological, thereunder alphabetical by book and letter numerical by page number

TOTAL VOLUME: 1.70 cubic feet.

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) (1995)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties 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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 14772

3

TITLE: Mortgagee/mortgagor indexes

DATES: 1883-

ARRANGEMENT: Chronological by surname

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) (1995)). There are two alphabetical indexes concerning mortgagors and mortgagees. In some counties mortgage records are compiled separately, while in other counties 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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 6682

4

TITLE: Official records

DATES: i 1919-

ARRANGEMENT: Numerical by book number, thereunder chronological
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:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 1983. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

Digital image: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 6682

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: San Juan County (Utah). County Recorder

SERIES: 6181

3

TITLE: Official records index

DATES: 1952-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services or repairs provided by an agency.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23537

1

TITLE: Oil and gas leases

DATES: 1946-1951.

ARRANGEMENT: Chronological, thereunder numerical by page and entry numbers.

DESCRIPTION:

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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 24066

1

TITLE: Ownership plat maps

DATES: 1900-

ARRANGEMENT: Numerical by township, range, and township

ANNUAL ACCUMULATION: 0.30 cubic feet.

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until microfilmed.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 22839

3

TITLE: Plat map book

DATES: unknown

ARRANGEMENT: None.

DESCRIPTION:

This series contains plat maps from San Juan County.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23535

3

TITLE: Power of attorney records

DATES: 1898-1936.

ARRANGEMENT: Chronological, thereunder numerical by page and entry number

DESCRIPTION:

These records document recorded powers of attorneys.

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: San Juan County (Utah). County Recorder

SERIES: 83186

4

TITLE: Proof of labor index

DATES: 1957-1994.

ARRANGEMENT: Alphabetically grouped by name of claim, thereunder chronological.

DESCRIPTION:

The San Juan county recorder has created a separate index to affidavits showing proof of labor for mining claims. Federal mining law provides private parties the right to mine valuable mineral deposits on public land, but in order to patent a claim, the law requires the claimant to do development work. Utah law requires locators to do at least \$50 worth of work within 90 days after posting the location notice, and at least \$100 worth of labor annually as required by federal law. Utah law also requires an affidavit to be filed in the office of the county recorder upon completion of such work. Such affidavits show the name of the claim and where situated, the number of days' work done and the character and value of improvements, the dates labor was performed and for whose benefit, and a statement of the actual amount paid for the labor or improvements (Utah Code Annotated, 1953, 40-1-6). The San Juan County recorder's index to proof of labor affidavits provides the following information: the name of the claim, the names of locators, the names of persons whose signatures appear on the affidavit, the date filed, and the book and page number where recorded.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 83186

TITLE: Proof of labor index

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
The proof of labor index provides summary information about labor on mining claims in addition to reference to the original affidavits.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23832

1

TITLE: Recorded (miscellaneous)maps

DATES: ca. 1890-

ARRANGEMENT: Chronological

DESCRIPTION:

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 6157

3

TITLE: Robert W. Morgan estate index

DATES: 1890-

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: San Juan County (Utah). County Recorder

SERIES: 23904

1

TITLE: Scheley water decision maps

DATES: 1900-

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of state engineer document decision of the priority of water rights within in San Juan. They are used for reference purposes.

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23831

1

TITLE: Subdivision maps

DATES: ca. 1950-

ARRANGEMENT: Numerical by subdivision number

DESCRIPTION:

These are maps for new subdivisions. Before a subdivision is officially created a subdivision map must be recorded with the county recorder (UCA 10-9-804(3) (1995)). 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 (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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

PRIMARY DESIGNATION:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23532

3

TITLE: Tax deed records

DATES: 1924-1943.

ARRANGEMENT: Chronological, thereunder numerical by book and page number

DESCRIPTION:

These are the recorded tax deeds issued by the county auditor conveying property to purchaser of real property sold for delinquent taxes (UCA 59-2-1351.1(9)(c) (1995)) and records for property not sold (UCA 59-2-1351.3(1) (1995)). The tax sale record "shall become a part of the official records of the recorder and is considered to have been recorded by the recorder" (UCA 59-2-1351.3 (1995)).

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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

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

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23413

3

TITLE: Transcript of Lands

DATES: 1908-1970.

ARRANGEMENT: Chronological, thereunder numerical by page number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This volume documents state lands in San Juan County authorized by the Utah Secretary of State to be sold to private parties. It is divided into two sections. The first section contains the signed authorization of the Secretary of State while the second section contains patents and certificates of sale. The volume includes the date and signature of the Secretary of State authorizing the sale of state lands listing legal descriptions of specific tracts of land indicating the disposition of sale proceeds (i.e., deaf and blind schools) and detailing the actual land sales indicating date sold, purchaser's name, purchase price, certificate number, legal description, and recordation information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

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, and/or historical value(s).

This disposition is based on the record's administrative and historical value of documenting property ownership in San Juan County.

AGENCY: San Juan County (Utah). County Recorder

SERIES: 23413

TITLE: Transcript of Lands

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County (Utah). County Recorder

SERIES: 14773

3

TITLE: Water claims indexes

DATES: 1883-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are indexes to 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.

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: San Juan County (Utah). County Recorder

SERIES: 23529

3

TITLE: Water notices (claims) and index

DATES: 1914-1950.

ARRANGEMENT: Numerical by entry number

DESCRIPTION:

These records contain the official records of recorded water notices. They consist of copies of certificates of water claims, quit claims, deeds, warranty deeds, trust deeds, and releases.

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)