Retention and Classification Report

Agency: Tooele County (Utah). County Recorder (1166)

Tooele County Courthouse
47 South Main
Tooele, UT 84074
435-882-5550

Records Officer: _____

05467	Deposits with county auditor report
11764	Federal tax lien index
30940	Federal tax liens and releases
31486	Fee Book
84262	Fee and entry books
06099	Grantor and grantee indexes
30536	Historical maps
28284	Military Discharges
24182	Mining districts index
24563	Miscellaneous records index
05472	Monthly auditor's report
06161	Mortgage Records and Indexes
07713	Official maps and plats and index
07134	Official records
30641	Ownership cards
84225	Powers of attorney
17495	Township index

AGENCY: Tooele County (Utah). County Recorder

SERIES: 5467 3
TITLE: Deposits with county auditor report
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are carbon copies or photocopies of checks issued and are maintained solely as a quick reference source.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office and the basic three year audit period.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 11764 3
TITLE: Federal tax lien index
DATES: 1949-
ARRANGEMENT: Numerical by entry number.
DESCRIPTION:

This books indexes federal tax liens. 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: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1949 through 1988. Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 11764
TITLE: Federal tax lien index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 30940 3
TITLE: Federal tax liens and releases
DATES: 1950-
ARRANGEMENT: Numerical by recorded entry number.
DESCRIPTION:

A federal tax lien is a legal claim by the government against a taxpayer's property when they fail to pay a tax debt. This document provides comprehensive details about the lien, including, taxpayer Information such as name, address, and taxpayer identification number.

RETENTION:

Retain permanently

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 until administrative need is met and then transfer to State Archives.

APPRAISAL:

These records have legal value(s).

Records document land acquisition and ownership.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2023).

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84262 4
TITLE: Fee and entry books
DATES: 1899-
ARRANGEMENT: Alphabetical by book letter, thereunder numerical by page number
DESCRIPTION:

These records reflect the payment of fees for the recording of legal instruments "entered in the order of its reception or entry" (UCA 17-21-6(1)(f) (2011)). They contain the amount of fee paid for recording, names of parties, recordation date and time, a brief description, and entry number.

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: For records beginning in 1899 through 1985. Retain in Office permanently.

Paper: For records beginning in 1986 through 1996. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84262
TITLE: Fee and entry books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 31486 3
TITLE: Fee Book
DATES: 1896-1898
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a ledger maintained by the county recorder. Information included in the ledger is the date, name of the individual, type of fee, check or warrant number, and amount charged.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This record demonstrates historical processes of the Tooele County government.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6099 4
TITLE: Grantor and grantee indexes
DATES: 1886-
ARRANGEMENT: Alphabetical by name of grantee/grantor or principal party
DESCRIPTION:

These records are used to index all deeds, final judgments, claims, patents, or decrees partitioning or affecting the title or possession of real property in Tooele 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. 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 "entry number of the instrument, name of each grantor in alphabetical order, name of the grantee, date of instrument, time of recording, kind of instrument, the book and page and entry number in which it is recorded, and a brief description" (UCA 17-21-6(1)(b) (2011)). The grantee's index contains the same information, but is alphabetical by each grantee (UCA 17-21-6(1)(c) (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: For records beginning in 1986 through 1996. Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6099
TITLE: Grantor and grantee indexes

(continued)

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1886 through 1985. Retain in Office permanently.

APPRAISAL:

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

Grantee and grantor indexes are legally required to be kept permanently. UCA 17-21-6(1)(c).

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 30536 3
TITLE: Historical maps
DATES: 1868-ca. 1910
ARRANGEMENT: None.
DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of early surveys and land use in the county.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 28284 3
TITLE: Military Discharges
DATES: 1986-
ARRANGEMENT: Numerical
DESCRIPTION:

These are legal instruments recorded by the Tooele 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(1)(d,e) (2003)). These are indexes concerning mortgagors and mortgagees.

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: For records beginning in 1986 through 1989. Retain in State Records Center permanently.

Computer data files: 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 historical value(s).

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24182 4
TITLE: Mining districts index
DATES: 1951-
ARRANGEMENT: Alphabetical by mining district, thereunder chronological by date filed.
DESCRIPTION:

The Tooele County recorder created an index to mining records which is organized according to the mining district in which the claim was located. The index provides reference to notices of location (mining claims), affidavits showing proof of labor on claims, and other mining documents. This index includes the name of the claim, the names of grantor and grantee (buyer and seller), type of document, document date, recorder's entry number, and the book and page number where the document was recorded. 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:

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:

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1988 through 1988. Retain in State Records Center permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24182
TITLE: Mining districts index

(continued)

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1951 through 1987. Retain in Office permanently.

APPRAISAL:

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

This index provides reference to mining documents and is organized by mining district in which the claim was located.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563 3
TITLE: Miscellaneous records index
DATES: 1901-
ARRANGEMENT: alphabetical, thereunder chronological.
DESCRIPTION:

The Tooele County Recorder created an index to miscellaneous records. The index indicates date of filing, book and page where recorded, kind of instrument, and names of grantee and grantor. Some of the documents referred to in this index are: contracts, leases, death certificates, affidavits, resolutions, powers of attorney, diplomas, covenants, restrictions, bonds, orders, licenses, lease and agreements, decrees, bills of sale, liens, notices of lis pendens, easements, etc.

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:

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

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1901 through 1988. Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 24563
TITLE: Miscellaneous records index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 5472 3
TITLE: Monthly auditor's report
DATES: 1974-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a three-part monthly report certifying the amount of money collected by the county recorder. It is submitted to the county auditor with a copy given to the county treasurer. It is used to create the monthly report for the county commissioner. It includes the following information: month and year, amount of total collections, entry numbers used, a certification statement by the county recorder that the amount certified is a true and accurate accounting of monies collected sworn before the county auditor, the notarized signature of the county recorder, and the signature and seal of the county auditor.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The county auditor maintains the record copy of these reports.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 6161 3
TITLE: Mortgage Records and Indexes
DATES: 1875-
ARRANGEMENT: chronological.
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:

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 beginning in 1962 and continuing to the present. Retain in State Records Center permanently.

Microfilm duplicate: For records beginning in 1875 through 1978. Retain in Office permanently.

Microfilm master: For records beginning in 1875 through 1978. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

Paper: For records beginning in 1875 through 1961. Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7713 1
TITLE: Official maps and plats and index
DATES: 1893-
ARRANGEMENT: Alphanumerical by location code
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:

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 until microfilmed and then maintain permanently in office.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7134 4
TITLE: Official records
DATES: 1930-
ARRANGEMENT: Numerical by recording entry number and generally chronological by recording date.
ANNUAL ACCUMULATION: 76.00 cubic feet.
DESCRIPTION:

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1974 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 included certificates of appointments for bishops and stake presidents in the Chruch 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: For records beginning in 1973 through 1993. Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

Paper: For records beginning in 1930 through 1972. Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 7134
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 UCA 17-21-19

AGENCY: Tooele County (Utah). County Recorder

SERIES: 30641 3
TITLE: Ownership cards
DATES: 1900-
ARRANGEMENT: Numerical by parcel number.
DESCRIPTION:

These records track the ownership of property and document any changes of ownership over time. The records include the name of the property owner, legal description of the property including parcel number, secton, township and range.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessor appraisal cards, GRS-201.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1900 through 2008. Retain in Office for 15 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Records document the ownership, and exchange of ownership of land.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 30641
TITLE: Ownership cards

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Tooele County (Utah). County Recorder

SERIES: 84225 4
TITLE: Powers of attorney
DATES: i 1872-
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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1989 through 1989. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

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

Paper: For records beginning in 1872 through 1988. Retain in Office permanently.

AGENCY: Tooele County (Utah). County Recorder

SERIES: 17495 3
TITLE: Township index
DATES: ca. 1880-
ARRANGEMENT: Numerical by township and range
DESCRIPTION:

This book serves an index to the abstract book. It is arranged by township and range and indicates the book and page where land transfer is abstracted. It includes township and range number, abstract book and page number.

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)