

# Retention and Classification Report

**Agency:** Weber County (Utah). County Recorder (1305)

Weber Center  
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**Records Officer:** \_\_\_\_\_

84254	Abstracts records
80163	Official records
17473	Plat map description changes
80624	Plat maps

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

**SERIES:** 84254

4

**TITLE:** Abstracts records

**DATES:** [ca.^1880]-

**ARRANGEMENT:** Numerical by book number, thereunder by page number

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1887 through 1974. Retain in State Archives permanently.

Paper: Retain in Office until microfilmed and then maintain original permanently..

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1975 and continuing to the present. Retain in Office permanently.

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

**SERIES:** 80163

4

**TITLE:** Official records

**DATES:** i 1946-

**ARRANGEMENT:** Chronological by recorded date, thereunder numerical by entry number

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1946 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 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: For records beginning in 1940 and continuing to the present. Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1946 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Compact disc: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with

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

**SERIES:** 80163

**TITLE:** Official records

(continued)

authority to weed.

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

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

**SERIES:** 17473

3

**TITLE:** Plat map description changes

**DATES:** ca. 1975-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Outdated legal description cards, used to research previous plats created prior to recording description changes. Includes legal description with old and new identification numbers.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1996

**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 value(s).

This disposition is based on the administrative needs expressed by the agency.

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

**SERIES:** 17473

**TITLE:** Plat map description changes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 80624

1

**TITLE:** Plat maps

**DATES:** 1974-

**ARRANGEMENT:** Numerical by book and page

**ANNUAL ACCUMULATION:** 13.00 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 superseded

**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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public