

## Retention and Classification Report

**Agency:** Wayne County (Utah). County Recorder (1358)

Wayne County Courthouse  
18 South Main, P.O. Box 187  
Loa, UT 84747

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

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

**SERIES:** 84086

4

**TITLE:** Abstracts records

**DATES:** i 1891-1977.

**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:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 17194

3

**TITLE:** Chattel mortgages

**DATES:** 1948-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are loans which use personal property as collateral filed with the county recorder. They include the date due, lenders name and address, mortgagor's name and address, date of mortgage, amount of loan, installment payments, date of installments, contractual agreement, list of personal property held as collateral. Chattel mortgages are obsolete. In 1965, chattel mortgages were supplanted by the Uniform Commercial Code and in 1983 all mention of chattel mortgages was removed from the statutes of the county recorder.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**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 for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84081

4

**TITLE:** Deeds

**DATES:** i 1891-1976.

**ARRANGEMENT:** Numerical according to book number, thereunder by page number.

**DESCRIPTION:**

These are recorded copies of various types of deeds 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 includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

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

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

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

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the record's primary value to the agency to meet their administrative needs as expressed by the county clerk. Since the county recorder maintains a recorded copy of all deeds, it was determined it was unnecessary for the county clerk to maintain a second copy after the county disposed of the property.

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

**SERIES:** 84081

**TITLE:** Deeds

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 27870

3

**TITLE:** Fish Lake water rights purchase agreement

**DATES:** 1889, 1965.

**ARRANGEMENT:** Chronological by document date.

**DESCRIPTION:**

Records include original deed and correspondence concerning the purchase of Fish Lake from the Indians. The records originated in Piute County but were transferred to the jurisdiction of the Wayne County Recorder.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

These records document the legal transaction of property and establishes rights. It also documents a significant historical event.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84082

4

**TITLE:** Grantor and grantee indexes

**DATES:** i 1892-1977.

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

**SERIES:** 84088

4

**TITLE:** Military discharges

**DATES:** 1945-1974.

**ARRANGEMENT:** Chronological by 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. County recorders' copies are considered evidence with the same effect as the original. (Utah Code, 17-1-14, 2000). Military discharge records include extensive personal information as well as military service and discharge information. Documents in this series represent discharges from World War I to the Vietnam War.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1945 through 1974.  
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1945 through 1974.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 84090

4

**TITLE:** Mining records

**DATES:** i 1892-1976.

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

**DESCRIPTION:**

Mining records are kept by the county recorder for the purpose of monitoring and registering mining claims and operations. These records are subdivided into several subseries, which focus on different stages of the mining industry. The record of mining locations show name of claim and locations; legal description of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer location notices show name and description of claim. Mining deeds record information affecting the title to the mining property; and abstract of mines records instruments affecting title to patented mining claims which include type of instrument filed with the county recorder.

**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.

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

**SERIES:** 84079

4

**TITLE:** Mortgages

**DATES:** i 1891-1969.

**ARRANGEMENT:** Numerical according to book number, thereunder by page number.

**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 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.

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

**SERIES:** 7070

4

**TITLE:** Official records

**DATES:** i 1892-

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

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The official record is a compilation of the records kept as documents registered by the county recorder. Records were registered together as well as in separate volumes. Contained in both 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:**

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: For records beginning in 1892 through 2008.  
Retain in Office permanently.

Digital image: Retain in Office permanently.

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

**SERIES:** 7070

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

**SERIES:** 84089

4

**TITLE:** Oil leases

**DATES:** i 1901-1972.

**ARRANGEMENT:** Numerical by book number, thereunder chronological  
**DESCRIPTION:**

The recorded copies of leases register oil distribution and ownership within the county. The information includes names of leasee and lessor; date of lease; considerations of the lease; terms of the agreement; description of the property; date recorded; and signatures of lessor and county recorder.

**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.

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

**SERIES:** 27605

3

**TITLE:** plat maps

**DATES:** 1888-

**ARRANGEMENT:**

**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, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

**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 Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition is based on historical value of the records documenting land surveys and plats going back to 1894.

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

**SERIES:** 27605

**TITLE:** plat maps

(continued)

**PRIMARY DESIGNATION:**

Public