

Retention and Classification Report

Agency: Beaver County (Utah). County Recorder (1422)

Beaver County Office Building
105 East Center, P.O. Box 431
Beaver, UT 84713
435-438-6480

Records Officer: _____

83775	*Abstracts records
06242	*Deeds
83772	*Mortgages
23992	*Notices of location books
82983	Official records
03656	*Powers of attorney
30028	Tax sale records

AGENCY: Beaver County (Utah). County Recorder

SERIES: 83775

3

TITLE: Abstracts records

DATES: i 1867-1953.

ARRANGEMENT: Alphanumerical by section, township, and range, thereunder chronological by recording date.

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 record, entry number of instrument, and legal description.

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.

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County (Utah). County Recorder

SERIES: 6242

4

TITLE: Deeds

DATES: i 1867-1977.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of various types of deeds registered with the county recorder that show various types of 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.

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently and then microfilm.

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

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

AGENCY: Beaver County (Utah). County Recorder

SERIES: 83772

4

TITLE: Mortgages

DATES: i 1888-1965.

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently and then microfilm.

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

AGENCY: Beaver County (Utah). County Recorder

SERIES: 23992

4

TITLE: Notices of location books

DATES: 1872-1885.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

The Beaver County recorder created a set of four record books which are labeled 'Notices of Location.' Mining notices of location provide information about the discovery and location of a mining claim, the names of locators, and dates for discovery and filing. The Beaver County recorder recorded notices of location for claims in a dozen Beaver County mining districts as well as claims in unorganized territory. He recorded the greatest number of location notices for claims in the Star and Granite Districts. Even though these books are generally notices of location for mining claims, they also contain a hodgepodge of other records, including not only records created by the recorder's office, but also records of the county clerk and Beaver County courts. 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.

AGENCY: Beaver County (Utah). County Recorder

SERIES: 23992

TITLE: Notices of location books

(continued)

APPRAISAL:

These records have historical value(s).

Beaver County recorder's 'Notices of Location' volumes contain historical information about mining as well as other aspects of early Beaver County history.

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County (Utah). County Recorder

SERIES: 82983

4

TITLE: Official records

DATES: i 1926-

ARRANGEMENT: Numerical by book number, thereunder chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Beaver County (Utah). County Recorder

SERIES: 82983

TITLE: Official records

(continued)

APPRAISAL:

These records have administrative, 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: Beaver County (Utah). County Recorder

SERIES: 3656

4

TITLE: Powers of attorney

DATES: i 1873-1974.

ARRANGEMENT: Chronological

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 for 1 year(s)

DISPOSITION:

Transfer to Archives.

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: Beaver County (Utah). County Recorder

SERIES: 30028

3

TITLE: Tax sale records

DATES: 1896-

ARRANGEMENT: Chronological by calendar year, thereunder numerical by property 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 through 1991. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of private property subject to tax sale over time and the role of the county assessor and county recorder in the process. It also has value in maintaining government accountability in the taking of private property.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.