Retention and Classification Report

Agency: Garfield County (Utah). County Recorder (2263)

PO Box 77
Panguitch, UT 84759
435-676-1112

Records Officer: _____

20238	Abstract to subdivisions
20237	Abstracts to cities and towns
20236	Abstracts to sections
20337	Federal tax lien index
19976	Fee and entry books
20233	General deed index
20084	Mining abstracts
20219	Miscellaneous books indexes
20226	Mortgagee/mortgagor indexes
09915	Official records
20227	Powers of attorney indexes and affidavits
20339	Recorded surveys
20340	Recorded surveys indexes
20229	Sections index
20341	Survey abstracts
20338	Uniform commercial code filings index

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20238 3
TITLE: Abstract to subdivisions
DATES: 1895-
ARRANGEMENT: Alphabetical by subdivision name
DESCRIPTION:

These records contain the history of property ownership within subdivisions in Garfield County providing "a true chain of title to each tract or parcel and the encumbrances thereon as shown by the records of the office" (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.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20237 3
TITLE: Abstracts to cities and towns
DATES: 1886-
ARRANGEMENT: Numerical by location (lot, block, parcel, or section, township, and range)
DESCRIPTION:

These records contain the history of property ownership within cities and towns in Garfield County 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:

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AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20236 3
TITLE: Abstracts to sections
DATES: 1955-
ARRANGEMENT: Numerical by section, township, and range
DESCRIPTION:

These records contain the history of property ownership by sections 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:

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AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20337 3
TITLE: Federal tax lien index
DATES: 1937-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This is an index to notices of liens against persons for delinquent income tax under the Internal Revenue Code and filed with the county recorder "of the county within which any property subject to such lien is situated" (UCA 38-6-1 (1995)). "The certificate of discharge of any tax lien issued by the proper officer, is filed in the office of the county recorder where the notice of lien is filed" (UCA 38-6-3 (1995)). 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:

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 Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20337
TITLE: Federal tax lien index

(continued)

APPRAISAL:

These records have administrative value(s).

The index should be retained only as long as the records being indexed exist.

PRIMARY DESIGNATION:

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

AGENCY: Garfield County (Utah). County Recorder

SERIES: 19976 3
TITLE: Fee and entry books
DATES: 1882-
ARRANGEMENT: Chronological
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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20233 3
TITLE: General deed index
DATES: 1882-
ARRANGEMENT: Alphabetical by name
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).

RETENTION:

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DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 07-06-2018

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AGENCY: Garfield County (Utah). County Recorder

SERIES: 20233
TITLE: General deed index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20084 4
TITLE: Mining abstracts
DATES: 1872-
ARRANGEMENT: Alphabetical by claim name.
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

Utah county recorders are required by law to keep abstract records which show every conveyance, encumbrance, or other recorded instrument for every tract (Utah Code, Annotated, 1953, 17-21-6). The Garfield County recorder created similar records for the mining claims in the county. He or she created these abstracts on preprinted forms, using a separate page for each claim. The top of each page names a particular claim, identifies which mining district it is in and who located it. Each page also indicates the date of original location, and where notice of that location was originally recorded. In the body of the page the recorder created a chronological list of all official activity relating to the claim. The record for each action includes the names of grantee and grantor, and the date, book, and page number on which documents relating to that action were recorded. These actions include, but are not limited to, affidavits showing proof of labor, maps, relocation notices, deeds, leases, and agreements.

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.

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AGENCY: Garfield County (Utah). County Recorder

SERIES: 20084
TITLE: Mining abstracts

(continued)

authority to weed.

APPRAISAL:

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

The mining abstracts provide access to mining documents kept by the county recorder.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20219 3
TITLE: Miscellaneous books indexes
DATES: 1892-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These are indexes to books containing copies of recorded instruments of "a miscellaneous character not otherwise provided for" (UCA 17-21-6(9) (1995)). They include the date of instrument, date of filing, entry number, book and page, type of instrument, from, to, and remarks.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20226 3
TITLE: Mortgagee/mortgagor indexes
DATES: 1892-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are alphabetical indexes to 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 indexesfor mortgagors and mortgagees. They contain the entry number, names of mortgagor and mortgagee, date of instrument, date recorded, and book and page recorded.

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:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9915 3
TITLE: Official records
DATES: 1953-
ARRANGEMENT: Chronological, thereunder numerical by book and page
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 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).

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 9915
TITLE: Official records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20227 3
TITLE: Powers of attorney indexes and affidavits
DATES: 1891-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These alphabetical indexes are used to access information concerning the granting of powers of attorney located within the official records. Each page is "divided into seven columns, namely: 'date of filing,' 'book,' 'page,' and 'entry number,' 'from," 'to, 'revoked"' (UCA 17-21-6(8) (1995)). These indexes also include affidavits with death certificates.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 07-06-2018

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PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20339 3
TITLE: Recorded surveys
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are surveys by professional land surveyors (private, county, state) made within the county that establish or reestablish any private property, right-of-ways and subdivision plats are also to be included as survey plats when there there is a surveyor's certificate involved, and boundary monument. The surveyor is required to file a map of the survey within ninety days. The survey maps are required to show the following information: survey location by quarter section, township and range; the survey date; the drawing scale and north point; "the distance and course of all lines traced or established, giving the basis of bearing and the distance and course to a section corner or quarter corner, including township and range, or identified monument within a recorded subdivision; all measured bearings, angles, and distances separately indicated from from those of record; a written boundary description of property surveyed; all monuments surveyed; all monuments set and their relation to older monuments found; a detailed description of monuments found and monuments set, indicated separately; the surveyor's signature, seal or stamp; and the surveyor's name and address." The map is also required to contain written narratives that explain and identify the purpose of the survey; the basis on which the lines were established; and the found monuments and deed elements that controlled the established or reestablished lines (UCA 17-23-17(2) (1995)). The map and narrative are required to be created on a "material of a permanent nature on stable base reproduciable materials in the sizes required by the county surveyor (UCA 17-23-17(4) (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 Recorded surveys and index, GRS-384.

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20339
TITLE: Recorded surveys

(continued)

AUTHORIZED: 01-30-2019

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: Garfield County (Utah). County Recorder

SERIES: 20340 3
TITLE: Recorded surveys indexes
DATES: 1987-
ARRANGEMENT: Alphabetical by surveyor's names and names of persons having surveys made
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are indexes to recorded surveys. It is used to locate specific surveys. It includes the following information: survey date and date filed (month, day, year, time); entry, file, page and book numbers; surveyor's name; person's name requesting survey; filing fee; parcel number; and description.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20229 1
TITLE: Sections index
DATES: 1895-
ARRANGEMENT: Numerical by section, township, and range
DESCRIPTION:

This is an index to sections within the county (UCA 17-21-6(7) (1995)). It includes the section, township, range,location, and map file number.

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:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Garfield County (Utah). County Recorder

SERIES: 20341 3
TITLE: Survey abstracts
DATES: 1987-
ARRANGEMENT: Numerical by section, township, and range
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:

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: Garfield County (Utah). County Recorder

SERIES: 20338 1
TITLE: Uniform commercial code filings index
DATES: 1966-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

This is an index to financial statements, continuation statements, statements of assignment, and releases filed with the county recorder "in each county in which any mortgage on the real estate would be recorded" when "collateral is timber to be cut or minerals or the like (including oil and gas), or when financing statement is filed as a fixture filing and the collateral is goods which are to become fixtures" (UCA 70A-9-401 (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:

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Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

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