

# Retention and Classification Report

**Agency:** Juab County (Utah). County Surveyor (3129)

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## **Records Officer**

24109 Plat maps  
25982 Recorded surveys

**AGENCY:** Juab County (Utah). County Surveyor

**SERIES:** 24109

3

**TITLE:** Plat maps

**DATES:** none

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**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:** Juab County (Utah). County Surveyor

**SERIES:** 25982

3

**TITLE:** Recorded surveys

**DATES:** 1985-

**ARRANGEMENT:** Chronological by map number

**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 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 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 reproducible materials in the sizes required by the county surveyor (UCA 17-23-17(4) (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 Recorded surveys and index, GRS-384.

**AGENCY:** Juab County (Utah). County Surveyor

**SERIES:** 25982

**TITLE:** Recorded surveys

(continued)

**AUTHORIZED:** 01-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public