

## Real Estate

Record Title	Description	Retention	Classification	Comments	Schedule #
	To lease and purchase real property for use by the County.				
Lease Files	These files document leasing of real property by the County. They contain the lease documents and correspondence.	6 years after expiration	Public	Filed by number on a on-going basis	RE-001
Real Estate Records	These files document the purchase of real property by the County. They include the original deed, right-of-ways, titles, logs and supporting documentation.	Permanent	Public/ Protected, UCA 63-2-304(7)	Secondary classification of Protected refers to records prepared in contemplation of sale, exchange, lease or rental. Deeds of gift or other restrictions are filed with the deed in the Recorder's office. Conduct 30 year record review.	RE-002