

## Recorder

Agency	Record Title	Description	Retention	Classification	Comments	Schedule #
Recorder	Abstracts Books Indexes	These are indexes to the abstract books. They provide references to the abstract book by tract or section number. They are used as a research reference for property that has been recorded within the abstract book. The information includes section number, book number, page number and dates of entry.	Permanent	Public		RC-071
Recorder	Aerial and Cemetery Plats	These are a collection of specific plats. They consist of cemetery plats and aerial plats. Cemetery plats show the division of property into specific lots in county cemeteries. Aerial plats are aerial photographs of Salt Lake County showing boundary lines and ownership. They are used for reference purposes. The information recorded includes cemetery plat names, lot number, plat owners, lot size, streets, mausoleum name, distance from plot, and people within mausoleum.	Permanent	Public		RC-022
Recorder	Alphabetical by Plat Letter	This plat book contains the first plat maps for Salt Lake County showing original streets, blocks, lots, and property ownership. It is maintained for historical purposes. The information recorded includes block identifications, streets, owners of lots, streams, rivers, and subdivision names. May also include information on where abstracted with book, page and line numbers.	Permanent	Public		RC-025
Recorder	Architects Certificates Index	This is an index to certificates given to architects certifying the completion of their requirements for state licensing. It is maintained as an historic record. The information recorded includes: name, dates, residence number and date.	Permanent	Public		RC-026
Recorder	Architects Licensing Certificates	This is a volume of certificates given to architects. They were used to certify the completion of their requirements for state licensing. The information includes: name, county, date and signature of recorder.	Permanent	Public		RC-027
Recorder	Area Plats	These are plat maps of all areas and lots. They are used as a reference for taxpayers inquiring about their property. The information includes: county boundaries, canyons, creeks, national forest boundaries, roads, avenues, dimensions, parcel number and blocks	Permanent	Public		RC-030
Recorder	Assessment Description Real Estate Atlas	This atlas is a reduced version of plat maps. It is used strictly for reference on property lines and the areas of the county. Included in the atlas are subdivision index (includes subdivision name, location, plat book number, page number), maps of blocks (includes block number, plat number, dimensions, measurements, streets, avenues,	20 years	Public		RC-032

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		owner's name, lots, blocks), alphabetical index to ownership (includes owners name, address, value of residential)				
Recorder	Assessment File by Parcel Number	This computer printout is an index to parcel numbers by owner's name. It is used to reference parcel numbers. The information includes parcel number, owner's name, location/address, book and page.	COM Fiche: retain in office until updated, then destroy	Public		RC-034
Recorder	Bingham Surface Lands and Index Abstract Journal	These volumes contain the historic record of property ownership granting only the surface mining rights for the Bingham area. The index is alphabetic by grantor and grantee names. They are used for reference purposes. The information recorded includes: date of instrument, from, to, previous description number and description. The index includes grantee name, grantor name, journal numbers for grantor parting with title and grantee.	Permanent	Public		RC-036
Recorder	Blocks or Section Plat Maps	These are blueprint maps showing county blocks. They are used only as a reference to other plat maps. The information recorded includes streets, avenues, alleys, names of lot owners, dimensions, and parcel numbers.	Permanent	Public		RC-038
Recorder	Chattel Mortgage Record	These are an obsolete record containing chattel mortgages filed with the county. The records were maintained for researching individuals holding mortgages. The information includes due date or mortgage, amount of loan, installment payments, date of installment payment, contractual payment, and a list of personal property held as collateral.	1884-1894 Permanent, with authority to weed. 1953-1965 10 years	Public		RC-003
Recorder	City Block Plats	These are the original volumes of plats of city blocks in Salt Lake County. It was originally used as a reference to property ownership, but is now maintained to document changes in properties. The information recorded includes block number, lots within block, streets that run along block, and owner of property	Permanent	Public		RC-039
Recorder	City Plats Abstract Record Index	This is an index to the City Plats. It can be used to access abstract books for city blocks and plats. The information includes block number, plat letter, recorded book and page number, and dates within book.	Permanent	Public		RC-040
Recorder	City Plats Index	This index is used to access information on the city plats. The information includes a listing of blocks by plat letter with a breakdown of individual lots and ownerships under each block.	Permanent	Public		RC-042
Recorder	City Record of	Salt Lake City Record of Surveys, Land Transfers, Deeds,	Permanent	Public		RC-012

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	Surveys, Transfers, Mortgages, Leases Abstract Index	Mortgages, Leases, Land Certificates, and Chattel Mortgages, 1860 - 1867. Includes index to the transfers. The Salt Lake City Recorder's office transferred the records to the Salt Lake County Recorder's office on April 5, 1867, per city ordinance.				
Recorder	Contractor's Payment Bond Index	This is an index to payment bonds filed with the county recorder by contractors attaching mechanics liens to guarantee payment to persons supplying materials or services for projects. Contractors are required to either to provide a performance bond or a statement that a payment bond was not required for the work performed. The index includes the officer's name, second party, recording date/time, entry number, book and page number and instrument date.	Permanent	Public		RC-043
Recorder	County Property Transfer Record	This volume was used to record the transfer of ownership of property. It includes copies of deeds and land certificates.	Permanent	Public		RC-016
Recorder	Deed Books Index	This is a microfiche index used to access deed books by parcel number and owner's name. It is exclusively used to refer to the deed books. The information recorded includes property number, address, owner's name and mailing address, property description, tax identification number, acres, deed book and page number, mortgage code and company, use, and values.	Permanent	Public		RC-048
Recorder	Deeds	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.	Permanent	Public		RC-018
Recorder	Federal Tax Lien Notices and Certificates of Discharge	These are 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" . "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" . 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,	Retain for 10 years and 30 days after date of filing. (26 USCS § 6323). Retain index permanently.	Public	Approved:4/21/04	RC-001

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		penalties, and costs, and date of release of lien . The county recorder is also required to index the certificate of discharge. (UCA Title 38 Chapter 6)				
Recorder	Federal Tax Liens and Index	These are copies of the Federal Tax Lien form. These liens are placed on property by the Internal Revenue Service for back income tax and are recorded with the county recorder. It is used as the office record of the lien. The information recorded includes date filed, county recorders name, tax district, serial number, name of tax payer, address of tax payer, kind of tax(numerical code), tax period ended, date of assessment, identification number, and unpaid balance.	Permanent	Public		RC-049
Recorder	Fee and Entry Books	These books record all legal instruments filed with the county recorder. A record of any fee is attached if assessed for services by the county. The information includes fees collected, date and person filing legal instrument; entry number; type of instrument, date recorded; description of property, volume and page where instrument was recorded, name of interested parties and consideration for property.	Permanent	Public		RC-023
Recorder	Grantor/Grantee Indexes	These records are used to index all deeds, final judgments, claims, patents, or decrees portioning or affecting the title or possession of real property in Salt Lake County as registered with the county recorder. The information includes names of grantee or grantor, date and type of instrument, date of filing, description of property, volume and page number where the instrument was recorded.	Permanent	Public		RC-033
Recorder	Index to Chattel Mortgages	This is an index to all chattel mortgages filed with the county recorder. A chattel mortgage is similar to a loan with personal property put up as collateral. This index is used to research the official record of the chattel mortgages and the number of the mortgage. The information includes entry number, where recorded, time of filing, mortgagee, mortgagor, kind of instrument, consideration, property, date of cancellation and date returned.	Permanent (1888-1900) 10 years (1930-1961)	Public		RC-025
Recorder	Land Conveyance Denial Records	These slips document reasons for the denial of conveying land titles or ownership and for not changing tax records. The slips include entry numbers, book and page number, date and explanation for denial. May also include tax identification number.	5 years	Public		RC-051
Recorder	Lined Plat Books	These books of plats show the outlines of property, dimensions, and geological features. They are used to check the measurements of property and locations. The	1 year	Public		RC-053

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		information recorded includes: measurements, dimensions, streets, rivers, streams, block number and lot number.				
Recorder	Location Notices Index	This is an index to notices required to be filed by locator or locators within the county recorder, within thirty days after the date of posting the location notice upon the mining claim. After recordation the original notices are returned to claimant and recorded copy becomes part of Official Records(series 6988). This index includes locator's names, entry numbers, recording dates, recording times, book numbers, page numbers and instrument date and claim's name.	Permanent	Public		RC-054
Recorder	Medical Certificates Index	This is an index to medical certificates filed with the recorder. The records certify that all medical qualification have been met to practice in the state of Utah. The information recorded includes name, page and book number. Date of filing, date of issue of certificate, college conferring degrees, and date of degree.	Permanent	Public		RC-062
Recorder	Military Service Discharge Records and Index	These are official records of military discharges registered with the recorder. They consist of copies of the Certificate of Discharge and alphabetical index by name. It is used for reference purposes. The information recorded includes name of person discharged, service number, ratings, place discharged from, character of discharge, date and signature. Index includes entry number, book, page, date of instrument and record name, present address, and branch of service.	Permanent	Public		RC-064
Recorder	Mining Records	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 descriptions of claim; and the mining district. Proof of labor registers records the work performed on each mine annually by each worker. Placer deeds record information affecting the title to the mining property and abstract of mine records instruments affecting title to patented mining claims which include type of instrument filed with the county recorder.	Permanent	Public		RC-065
Recorder	Miscellaneous Instruments Abstract Journal	This abstract journal contains information of miscellaneous instruments that have not been listed elsewhere. Miscellaneous is a statutory term referring to instruments	Permanent	Public		RC-070

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		lacking a legal description. The corresponding alphabetical index accessed the information through the grantee's and grantor's names. The information recorded includes date of instrument and filing, entry number, book, page, instrument, from, to, whether it is the same description.				
Recorder	Miscellaneous Records Index	This volume indexes instruments filed with the county recorder. By statute, Miscellaneous, refers to instruments that do not contain the legal description of the property. It is used for reference purposes. The information recorded includes date of filing, book and page number, type of instrument, transferred to and from, and remarks.	Permanent	Public		RC-058
Recorder	Mortgages	Mortgages are recorded with the county recorder to show a property title as security on a loan. The 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.	Permanent	Public		RC-074
Recorder	Official Bond Records Index	This is an index to the bonds of elected officials in their positions recorded with the county recorder. The monetary amount of bonds have varied through the years, but all were intended to guarantee honest and faithful performance of county officials. The original volumes contain handwritten accounts of the sworn oaths of officials and include the questioning of officials of their financial holdings and indebtedness. It is used for reference purposes. The information includes page, when recorded, name of officer, office, date of bond and remarks.	Permanent	Public		RC-075
Recorder	Official Records	The official record is a compilation of the records kept as documents registered by the county recorder. Beginning in 1941 records were registered together as well as in separate volumes. Contained in the official record are: abstractor bonds, bills of sale, medical certification records, United States Military discharges, affidavits, powers of attorney, land agreements, redemption certificates, gas and oil leases, deeds, mortgages, mining records, water records, leases and liens. This series also included certificates of appointments for bishops and stake presidents in the Church of Jesus Christ of Latter Day Saints.	Permanent	Public		RC-078
Recorder	Original Ownership	These are plat maps showing property ownership and	Permanent	Public		RC-076

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	Plats	property lines for real estate within the county. They are used to reference property holdings within the county. The information includes section number, township or area, streets, roads, lot numbers, owners name, bridges and railroad tracks.				
Recorder	Ownership Plats	These are sketched plats of Salt Lake County. They were used to reference ownerships, lot numbers, and block numbers. The information includes rivers, streams, roads, streets, block numbers, lot numbers , railroads, subdivision names and numbers, and other surface features.	Permanent	Public		RC-079
Recorder	Papers Filed Indexes	This a complete listing of all documents filed with the county recorder. It was used as a reference to filings with the recorder. The information recorded includes date of filing, number of filing, name of defendants, names of plaintiffs, purchase at sale, date of sale, remarks.	Permanent	Public		RC-080
Recorder	Permanent Parcel Control Book	This is and index to all maps filed by area-section number. There is a portion of the book that references changes in the plats such as lining of deeds, combinations or splitting of parcels, or the assignment of new numbers after divisions. It is used as a reference to area maps. The information recorded includes area/section number, block number, list number, date and remarks.	Permanent	Public		RC-081
Recorder	Powers of Attorney	This record shows the authorizing of legal power for parties involved in land acquisitions. The information includes date of the instrument, names of grantor and grantee, powers granted, acknowledgement, date recorded, and signatures of grantor and county recorder.	Permanent	Public		RC-020
Recorder	Project Commencement Notice Index	This is an index of notices required by UCA 38-1-27 to be filed prior to the filing of mechanics liens on commercial property. The original contractor records a notice of commencement of the project or improvement with the county recorder for the county or counties where project is located within 30 days after the commencement of the project. The recorded notices become part of the Official Records(series 6988). This index includes names, entry number, recording date, recording time, book number, page number, property address and instrument date.	Permanent	Public		RC-082
Recorder	Proof of Labor Index	This index provides access to affidavits filed and recorded with the county recorder by mining claim owners or someone on his/her behalf attesting to the performance of labor or making improvements on a mining claim in	Permanent	Public		RC-083



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		accordance with UCA 40-1-6. It includes names, recording date, recording time, entry number, book number, page number, instrument date, amount paid for labor and claim name.				
Recorder	Property Abstract and Index	This abstract contains a history of property arranged by legal description or geographic location. The index is an alphabetical listing by name of grantor/grantee. They are used for reference purposes. The information recorded includes book, page, date of instrument and filing, grantor number, grantors name, grantee number , grantee name, kind of instrument, consideration amount, stamp, location within the section and amount, and measurement descriptions and remarks. The index contains name of grantee and grantor, and a listing of all corresponding pages and entry numbers.	Permanent	Public		RC-084
Recorder	Property Abstract Records	These are the original abstracts. They give all pertinent information concerning property. The abstract is used to provide a historical record of early properties. The information includes date of instrument, date of filing, entry number, book and page, date released on margin, grantors witness, grantees kind of instrument, block specifications, section number, township number and range number.	Permanent	Public		RC-085
Recorder	Property Abstracts	These volumes contain a history of property by geographical description or location. For the years of 1881-1888, 1921-1925, and 1938-1944 loose pages exist. Supposedly these have be recopied elsewhere but it has not been verified. They are used for reference purposes. The information recorded includes date of instrument and filing, entry number, book, page, release of margin date, grantors name, number of witnesses, grantees name, kind of instrument, consideration amount all/part.	Permanent	Public		RC-086
Recorder	Property Abstracts Card Index	This is a card index used to reference abstracts. The cards include subdivision name, date filed, entry number, book number, page number, number of lots and legal description.	Permanent	Public		RC-087
Recorder	Property Abstracts Index	This is an index to abstracts by the names of property owners. It is used to reference property holdings and the owners of the property. The information recorded includes parcel numbers and names.	Permanent	Public		RC-088
Recorder	Real Estate Atlas	This atlas is a volume of survey maps for Salt Lake County. Each map is a survey of city blocks and subdivisions. The volume also contains an index to city subdivisions. It is	Permanent	Public		RC-089



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		used for reference purposes. It includes City Index (subdivision name, location, plat book, page number), and Plats (maps of blocks, block number, page number and legends showing block number relative to street addresses).				
Recorder	Recorded Subdivision Plats Index	This is an index to plat books. It is used in researching plats because it allows for easy access to the plat books. The information recorded includes name of subdivision, page and book of plat books, date of filing.	Permanent	Public		RC-090
Recorder	Recorder's Index Book	This is an index to documents filed with the recorder.. It is an index to the official records. It is used to research document recording by individual name. The information includes name, entry number, instrument, record date, time, book and page, instrument date, consideration, section, lot , town, block and plat.	Permanent	Public		RC-091
Recorder	Salt Lake County Abstracts	This computer printout lists information about county abstracts. It is used as a reference to property sections. This printout includes date, owner of property, legal description of property, and lot number.	Permanent	Public		RC-092
Recorder	Sheriff's Tax Sale Certificates	This is a handwritten account of the sale of property for delinquent taxes in Salt Lake County. These tax sales for delinquent taxes were conducted by the sheriff's office. This record is maintained to prove the tax sales took place and that they were carried out according to law. It includes owner's name, legal description, account of action taken, date and total delinquent taxes.	Permanent	Public		RC-093
Recorder	Special Improvement Index	This is an index to resolutions creating special districts UCA 17A-3-207(7) (a) (1992) It requires the governmental entity creating a special district to "within five days from the date of creating the district, file in the county recorder's office...a copy of the notice of intention and the resolution creating the district, as finally approved, together with a list of properties proposed to be assessed described by tax identification number and valid legal description of property within the district." The index includes special district, names , recording date and time, entry number, book number, page number, instrument number and remarks.	Permanent	Public		RC-094
Recorder	Special Miscellaneous Index	This is an index to miscellaneous property documents. By statute "Miscellaneous" refers to property which does not contain a legal description. They are used in researching property filings. The information recorded includes date of	Permanent	Public		RC-095

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		instrument, instrument, grantee, grantor, consideration, property lot/section, block/township, and remarks.				
Recorder	Subdivision Index	This volume is an index to subdivisions within the county. It is used to access abstract books by subdivision name. The information includes subdivision name, location, abstract book and page.	Permanent	Public		RC-096
Recorder	Subdivision Name List for Salt Lake County Abstracts	This computer printout lists all subdivisions by name. It provides a listing of all subdivisions in Salt Lake County. This printout includes name of subdivision and the Subdivision Plat Index.	1 year	Public		RC-097
Recorder	Subdivision Plats	These are plat maps for new subdivisions. Before a subdivision is officially created, a subdivision plat must be recorded with the county recorder. They are used as a reference to new subdivisions and to meet legal requirements. The information includes blocks, lots and streets with subdivisions. School districts, square foot measurements, fire hydrants, utility basements, building lines, streets, roads, power and light lines, dimensions, sections, signatures of various commissions, name of subdivision, owner's name and parcel numbers.	Permanent	Public		RC-098
Recorder	Tax Sale Certificates	These are the actual official records of tax sales. These certificates record the sale of properties for delinquent taxes by the Salt Lake City Tax Collector. They were used to research these tax sales, but are now maintained currently as a historic record. The information recorded includes name, legal description, delinquent taxes, date of sale, sale price, signature of collector, filling date, location of entry and entry date.	Permanent	Public		RC-099
Recorder	Tax Sale Record	These volumes record the sale of property for delinquent taxes. This volume provides a record of property that was sold and is used in researching existing properties. Included in these volumes are the tax district, date, preliminary sale, name of owner, address, legal description, taxes all years, date, explanation of tax penalty, posting reference, delinquent years, taxes, and year delinquent for 5 years.	Permanent	Public		RC-100
Recorder	Tax Sales Records	These are tax sale ledger sheets. They were used to record the sale of property because of delinquent taxes. The information recorded includes assessment roll identification number, name of owner, description of property, lot section/block number, plat subdivision or township number,	Permanent	Public		RC-101

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		range number, name of buyer, date of sale, name of school district, tax assessed, cost of sale, penalty, total due, subsequent taxes, name of whom assigned and subsequent.				
Recorder	Transcripts of Judgments Index	This is an index to judgments made on debtors. The records are sent to the recorders office from several different courts and are filed with the recorder. They are maintained as an official record of all judgments. The information includes judgment debtors, judgment creditors, amount of judgment, when recorded, when filed, when satisfied, and remarks.	Permanent	Public		RC-102
Recorder	Water Claims and Deeds	The water claims and deeds registered with the recorder, show water allotments within the county and their ownership. The record includes information about appropriation of water showing entry number, application number, certificate number, names of grantor and grantee, amount of water granted, point of diversion, purpose of water use, conditions governing use, signature of state engineer and signature of county recorder. This index includes the kind of instrument, date of instruments, date of filing, entry, grantors, grantees, and description of property.	Permanent	Public		RC-103
Recorder	Water Claims Volume and Index	This volume contains the official records of water claims. It consists of handwritten copies of certificates of water claims, quit claim deeds, warranty deeds, trust deeds and releases, and two alphabetical grantor and grantee indexes. It is used to reference information on water claims. The information recorded includes creek/stream name, date, name of party, amount awarded and signatures. The first index includes the kind of instrument, date of instrument and filing, entry number, book, page, grantor, grantee and description. The second index includes the journal pages of entry for grantor parting title and/or grantee receiving title, and name of grantee and grantor.	Permanent	Public		RC-104