

FUNCTIONS OF THE SALT LAKE COUNTY RECORDER

In Utah, the duties and functions of county recorders are set forth in Utah statute. (U.C.A Title 17, Chapter 21)

Those functions are to:

- ✓ Be the custodian of all recorded documents and records.
- ✓ Protect all recorded documents and records in the recorder's custody.
- ✓ Make and furnish certified copies of any of the records in the office to interested parties.
- ✓ Keep an entry record of the names of the parties to a recorded instrument, its date, the hour, the day of the month and the year of recording, a brief description, and assign it an entry number.
- ✓ Keep an alphabetical and reverse grantor's index.
- ✓ Keep an alphabetical and reverse grantee's index.
- ✓ Keep an alphabetical and reverse mortgagor's index.
- ✓ Keep an alphabetical and reverse mortgagee's index.
- ✓ Keep a tract index showing a true chain of title to each tract or parcel, together with their encumbrances.
- ✓ Keep an index of recorded maps, plats, and subdivisions.
- ✓ Keep a miscellaneous index.
- ✓ Keep an index of judgments.
- ✓ Keep a general recording index.
- ✓ Keep a record of all military discharges that are presented to the recorder.
- ✓ Prepare and keep ownership plats drawn to a convenient scale, which show the record of each tract of land in the county, together with the dimensions of the tract.
- ✓ Each year, prepare copies of ownership plats and descriptions, showing recorded owners at noon on January 1, and transmit the copies to the county assessor.
- ✓ Report all changes in recorded ownership of real property to the county assessor.
- ✓ Provide certified copies of recorded documents.

An experienced, dedicated staff, averaging 60 and divided into six general divisions, performs these functions.

The staff divisions are:

Administration

Consisting of the Recorder, the Chief Deputy and other administrative staff; this division oversees management of the office.

Recorder/Research

In the Recorder area of this division is where documents are actually put on record, or "recorded". Documents are checked to confirm they are recordable, fees are calculated and collected, and then the documents are formally placed into the public record.

In the Research area of this division our expert staff assists and helps the public in accessing the information held in the Recorder's office. They teach people how to search this information.

Abstract

In the Abstract division is where we check the accuracy of documents that have been recorded. It is here that the recorded information is put into the various indexes we are required to develop. Our several different indexes allow our information to be easily retrieved and searched.

Plat

The Plat division is responsible for establishing the dimensions of parcels and the actual ownership of those parcels of property. These highly skilled staff members draw and maintain maps that represent every parcel in the county. They are also responsible for making changes in ownership for tax purposes as part of the county's tax administration.

Data Services

The Data Services division is the online access for Salt Lake County Recorder information. It provides inexpensive access to electronic images of recorded documents as well as all the indexes, plats or maps of all the parcels in Salt Lake County.

The fees received for our data services go to the county general fund to help finance many of the counties services.

GIS/Technology

GIS, or Geographic Information System, is a mapping system of attaching layers of information to specific parcels of land. Each unique layer enables searches of great variety of geographic information. Our parcel map is the base map to which many other entities attach their own information to places in the county.

The Technology section of our office that maintains the different technologies and databases used in the Recorder's Office

The Recorder Does Not:

- Prepare legal documents
- Notarize documents
- Interpret legal documents
- Give legal advice
- Perform title searches for the public
- Furnish legal descriptions over the telephone
- Do research over the telephone.