

Utah Recording and Processing Standards	Number:	Recording - 1
	Version:	1
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1. Title

Redaction of documents found in the Official Records of County Recorder's Offices.

2. Standard Procedure

2.1 Redacting Information: Once a document has been recorded and is part of the official record a document is permitted to be redacted when:

2.1.1 : Redacting personal information

A County Recorder upon receipt of an individual's request is required to redact or shield from public view, certain personal information as outlined in UCA 17-21-12.5.

- 2.1.1.1** Request must be in writing; include payment of the redaction fee per redacted document as referenced in UCA 17-21-18.5(1)(e) and by entry number and or book and page identify the location of the instrument
- 2.1.1.2** Personal information is limited to a signature; the first five (5) digits of a social security number; the month and day of the birth date
- 2.1.1.3** The County recorder is required to create a redacted copy of the instrument, while maintaining the unaltered, unchanged originally recorded instrument. The recorder will apply a stamp to the redacted copy that includes date and time of the redaction that the originally recorded instrument remains on file with the county recorder's office.
- 2.1.1.4** The redacted copy of the instrument shall be made available to the public. The unredacted original shall be produced and made available upon request to:
 - a) the individual whose personal information was redacted;
 - b) if a trust deed, the beneficiary of the trust deed;
 - c) title company that has a valid business license, county or state;
 - d) attorney that has a valid license from the Utah State Bar; or is responding to a valid subpoena or order of a court of competent jurisdiction;
 - e) a valid request under Title 63G-2.

Copies of redacted documents or unredacted original documents will be made at the county's adopted copy fee. (UCA 17-21-18.5(3)(a))

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2.1.2 Redacting Private Records

Once an instrument has been accepted for recording a recorder may not “Alter, change, obliterate, or insert any new matter in any instrument of record UCA 17-21-17(1). Violation of this statute is a Class B Misdemeanor under UCA 76-8-511.

A recorder does not violate UCA 17-21-17(1) by denying access to an instrument or a portion of an instrument that has been classified as private under 63G-2-302 or by placing a recorder note or reference on the instrument.

Private record(s) that may be protected under UCA 63G-2-302 are:

- Email address;
- Phone number;
- Personal financial information related to a person’s payment method;
- Records pursuant to court rule, state statute, federal statute or federal regulations

Portions of records that are considered private may be redacted in the same manner as personal information upon written request as described in 2.1.1.

2.2 Prohibited Acts: Once a document has been recorded and is part of the official record, under the prohibited acts listed in UCA 17-21-17(1)(a)(ii) the recorder may not alter, change, obliterate, or insert any new matter in any instrument of record.

2.2.1 : Alterations

An alteration to a recorded document is a change in an instrument sufficient to alter the instrument’s legal meaning or effect. Redactions made to a document under UCA 17-21-12.5 are allowed and not considered an alteration.

2.2.2 : Changes

The county recorder should not add to, takeaway, or replace something with something else on a recorded document.

2.2.3 : Obliterations

To ‘obliterate’ includes permanently wiping out, removing or erasing all existence of. Typically Court orders can not remove a document from record because it would contradict with UCA 17-21-17(1)(a)(ii). The court order can invalidate a document rather than remove it from record. If a document or a portion of a document should not be publically available, the court may order the county recorder to redact a portion of the

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document or the court may order that the document be made private and not available to the public.

2.2.4 : Inserting New Matter

A County Recorder upon receipt of an instrument may place an endorsement, reference, or other note on a document in the course of the recorder's work under UAC 17-21-17(2)(b). After a document is recorded, the recorder may not insert, or allow others to insert additional pages, names, legal descriptions, or any other information that would change the effect of the submitted instrument.

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	100%	9/12/2024
Utah Land Title Association Board	100%	9/9/2024
Recorder Standards Board		10/21/2024

4. References

UCA 17-21-12.5 Redacting personal information.

UCA 17-21-17 Prohibited acts.

UCA 63G-2-302 Private records.

UCA 63G-2-301 Public records.

UCA 63G-2-201 (3) & (6) Provisions relating to records -- Public records -- Private, controlled, protected, and other restricted records -- Disclosure and nondisclosure of records -- Certified copy of record -- Limits on obligation to respond to record request.

UCA 63G-2-303 Private information concerning certain government employees.

UCA 76-8-511 Falsification or alteration of government record -- Penalty.