

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

Visibility and Effect of Recorded Documents

1.1 The real estate community and the general public rely upon current and accurate information from the county and county Recorder pertaining to real estate. Title companies depend on up-to-date information in generating a “Commitment for Title Insurance” which is relied upon in many real estate transactions. A “gap” exists when recorded documents are not visible in the Recorder’s Tax ID index, or when the county’s other records are not updated to reflect any changes in ownership and/or Tax ID number necessitated by the recording of a given document. Problems arise when the “gap” becomes excessive.

The purpose of this Standard is to make uniform the terms used by county Recorders in sharing critical dates with title companies and other interested parties as it pertains to the county’s internal processing, abstracting, and updating functions subsequent to the recording of a document.

2. Standard Procedure

2.1 Dates to be posted: Indexing Date and Completed Date are the only two dates that should be publicly posted. The indexing date is the preferred and most useful date for title companies.

2.1.1 Indexing Date: This date is the date used to post on the website and in the office, showing that the names are indexed.

2.1.2 Completed Date: This date is the date to use when abstracting and name changes are made (if necessary), parcel splits including new Tax ID numbers (if necessary), and when all the recorders work is completed and the new ownership plats are updated.

3. Approvals

Group	Approval	Date
Utah Association of County Recorders	83%	12/18/2024
Utah Land Title Association Board		
Recorder Standards Board		