

Property Records

Below is a property record catalog. Complete the information and store in a visible location for all staff to easily access.

format*

Date Created	Date last modified	paper	scan	digital	Storage Location	Backup copy location	Conf. Rating
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Legal Documents of the Property

Covenants							
Easements: Conservation							
Easements: Right-of-way							
Easements: Utility							
Historical buildings registered							
Property Deed, Title, lease							
Program leases, permits							
Rights: grazing, timber							
Rights: gas, oil, mineral							
Water rights							
Wells, springs permits							
Wildlife sanctuaries, wetland desig.							

Maps - Entire Property

Aerial photographs							
Adjoining property maps							
Base map							
Commercial: Trails Illustrated, etc.							
Government: forest, land plat, etc.							
Owner generated (current & past)							
USGS quadrangle map							

Studies/Surveys

Erosion, soil conservation							
Evacuation maps							
Flood plain, drainage							
Forest management plan							
Geology							
GPS							
Historical/Cultural/Archeological							
Land use							
Professional Engineers							
Surveyor							
Soil studies, testing, analysis							
Trail maps							
Vegetation, habitat, noxious weeds							
Water basins							
Wildlife							