

Retention and Classification Report

Agency: Provo (Utah). Parks & Recreation Department (3040)

PO Box 1849
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Provo, UT 84603
801 852-6100

Records Officer: _____

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|-------|---|
| 29781 | Administrative records |
| 25251 | Annual reports |
| 26410 | Cemetery burial records |
| 24276 | City cemetery perpetual care certificates |
| 24277 | City cemetery perpetual care receipts |

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 29781

3

TITLE: Administrative records

DATES: 1930-2018

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records are associated with the Provo City Parks & Recreation Department. They document land purchases, construction, and improvements to Provo City recreational facilities, including the recreation center, parks, golf courses, and the Covey Center for the Arts and may include records of the Land and Water Conservation Fund.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreational facility files, GRS-646.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 29781

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public 63G-2-301

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(3)(6)(8)(9) - this series contains financial information that falls under protected status according to the Government Records Access and Management Act

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 25251

3

TITLE: Annual reports

DATES: 1936-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 26410

1

TITLE: Cemetery burial records

DATES: 1876-1995

ARRANGEMENT: Generally chronological by burial date.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records have historical value as documentation of deaths and burials.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24276

3

TITLE: City cemetery perpetual care certificates

DATES: 1915-

ARRANGEMENT: Numerical by certificate number

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24277

3

TITLE: City cemetery perpetual care receipts

DATES: 1916-

ARRANGEMENT: Alphabetical by first letter of purchaser's last name, thereunder chronological
DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public