

# Retention and Classification Report

**Agency:** Bear River (Utah) (109)

Bear River City Civic Center  
5871 N. 4700 W., P.O. Box 160  
Bear River City, UT 84301  
435-279-8626

**Records Officer:** Sue Holmgren

10620	Cemetery deeds
23591	*Codified ordinances
23355	Financial statements and audit reports
10621	Interment registers
23354	*Land management and development code
22124	Ordinances
23353	Planning commission minutes
10619	Town board minutes

**AGENCY:** Bear River (Utah)

**SERIES:** 10620

4

**TITLE:** Cemetery deeds

**DATES:** 1899-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series documents the ownership of graves in the Bear River cemetery. Each deed (or title of conveyance) includes the names of the purchaser, the dates of the purchase, and a description of the plot. Letters of transfer of ownership and perpetual care agreement numbers may be included with the deeds.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04-01-2015

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the value of these records in documenting grave ownership.

**AGENCY:** Bear River (Utah)

**SERIES:** 10620

**TITLE:** Cemetery deeds

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 23591

4

**TITLE:** Codified ordinances

**DATES:** 1906.

**ARRANGEMENT:** Chronological, thereunder numerical by title and section.

**DESCRIPTION:**

In 1906 the Bear River town board published The Revised Ordinances of Bear River Town, Utah. In this booklet, the town board compiled a complete simplified code of all general or permanent ordinances (See Utah Code, 1991, 10-3-707). The code defines the city boundaries, identifies and names streets, and establishes general guidelines for the city government. The code defines the responsibilities of all town officers, including the town president, board of trustees, town clerk, treasurer, marshal, streets supervisor, pound keeper, water master, and sexton. The code regulates irrigation, taxation and licensing. It also defines misdemeanors and nuisances and makes specific regulations about food, drink, communicative diseases, and dogs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1906 through 1906. Retain in Office permanently.

Microfilm master: For records beginning in 1906 through 1906. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1906 through 1906. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This publication codifies city ordinances for Bear River.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 23355

4

**TITLE:** Financial statements and audit reports

**DATES:** 1965-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

In accordance with Utah law, Bear River City produced financial statements at the end of each fiscal year (Utah Code, 10-6-150, 1991). These financial statements summarize the financial affairs of the community, listing receipts and disbursements. Beginning in 1970, financial statements are accompanied by audit reports from an independent auditor who was required to inspect the books. From 1981 forward additional balance and income statements are included for different funds, including the cemetery, the general fund, the sewer fund, irrigation, and revenue sharing. General ledgers and check registers are also included.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Bear River (Utah)

**SERIES:** 23355

**TITLE:** Financial statements and audit reports

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 10621

4

**TITLE:** Interment registers

**DATES:** 1895-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series consists of a two-volume register of burials at the Bear River cemetery. Columns include the name of the deceased, sex, race, color, date of birth, place of birth, names of father and mother, a column entitled "religion, habits, and reputation in community," marital status, last place of residence, date of death, place of death, cause of death, physician or nurse in attendance, grave location, kind of casket, construction of vault, complexion, physical deformities or scars, occupation, and name of sexton. Not all columns are completed for all individuals.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1003.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

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

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**AGENCY:** Bear River (Utah)

**SERIES:** 10621

**TITLE:** Interment registers

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The interment register contains vital information about  
individuals buried in the Bear River cemetery.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Bear River (Utah)

**SERIES:** 23354

4

**TITLE:** Land management and development code

**DATES:** 1997-1998.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

Utah law defines the process by which zoning ordinances are to be established in cities and towns (Utah Code, Unannotated, 1991, 10-9-4; 201; 204; 302-304; 402). According to these guidelines, Bear River established a planning commission to prepare and recommend a general plan for community development and to draft a zoning code. After developing a master plan, the commission presented it at a public hearing and then recommended it to the town board for approval. This master plan was then used as the basis for drafting the land management and development code. In this code, the planning commission presented proposed zoning ordinances in both map and full text format. The proposed Bear River City land management and development code was approved and adopted by the town board March 5, 1998. Both the general plan and the zoning ordinance are contained in this series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1055.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

**AGENCY:** Bear River (Utah)

**SERIES:** 23354

**TITLE:** Land management and development code

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 22124

4

**TITLE:** Ordinances

**DATES:** 1906-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Utah municipal governments exercise their authority through ordinances (Utah Code, Unannotated, 1991, 10-3-701). The ordinances in this series are revisions or additions to the complete code, "The Revised Ordinances of Bear River Town, Utah (1906)." Book A, entitled "Ordinances and Resolutions of the Bear River Town Corporation," contains copies of ordinances passed 1906-1936. These ordinances deal with irrigation, taxation, and the regulation of public streets, pool halls, fireworks, liquor sales, and bowling alleys. They also contain franchises between the city and companies such as Utah Power and Light, Acme Water Company, a drainage company and a telephone company. Ordinances passed after 1950 are on loose paper, and deal with annexing additional property into the city, licensing businesses, public utility right of ways, and teen curfews. Several ordinances define sewer regulations. Other ordinances are agreements with Box Elder County concerning garbage pickup, 911 emergency numbers, and trash burning. This series contains an ordinance adopting the land management and development code.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1027.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

**AGENCY:** Bear River (Utah)

**SERIES:** 22124

**TITLE:** Ordinances

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1906 through 2000.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

City ordinances contain both legal and historical information about Bear River City.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 23353

4

**TITLE:** Planning commission minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The planning commission minutes document the process by which the Bear River land management and development code was established. As outlined by Utah law (Utah Code, Unannotated, 1991, 10-9-4; 201; 204; 302-304; 402), the planning commission prepared and recommended a general plan for community development and land use. After the plan had been presented at a public hearing and before the town board, it became a guide for the planning commission to draft zoning ordinances. The land management and development code was adopted by the Bear River town board in March 1988. The Bear River Planning Commission minutes summarize the discussion at commission meetings as the commission completed this process.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Bear River (Utah)

**SERIES:** 23353

**TITLE:** Planning commission minutes

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This series documents the operations of the planning commission  
and the community's management of lands.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bear River (Utah)

**SERIES:** 10619

4

**TITLE:** Town board minutes

**DATES:** 1886-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The minutes of the Bear River City town board summarize the meetings held by the town's governing body. The board consists of a president (mayor) and four trustees or board members, and is responsible for exercising the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The board is responsible for appointing town officers, levying taxes and passing city ordinances. The Bear River town board met monthly to carry out these responsibilities and to discuss community affairs. Matters relating to irrigation dominated their discussion for many decades. The minutes document appointments for town offices and the board's discussion of problems which came up, such as cattle roaming in the streets and delinquent water taxes. The board planned new developments such as paving the streets and installing a sewer system. They discussed the maintenance of town property such as the cemetery and the park. In later years the board approved things like boy scout projects or community events in the park. In 1998 they approved the land management and development code.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Bear River (Utah)

**SERIES:** 10619

**TITLE:** Town board minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1886 through 2000.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
The minutes of the town board document Bear River's political history.

**PRIMARY DESIGNATION:**

Public