

Retention and Classification Report

Agency: Springville (Utah) (1112)

110 South Main
Springville, UT 84663
801 489-2700

Records Officer: Misty Gavin

28278 *Accounting ledger
00371 *Cemetery deed records
28290 Cemetery interment records
28282 Cemetery plot care payment records
83025 *City ordinances
82997 Council minutes
00381 *Ditches record
00395 *Justice docket
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AGENCY: Springville (Utah)

SERIES: 28278

3

TITLE: Accounting ledger

DATES: 1908-1910.

ARRANGEMENT: By expenditure category, thereunder chronological by date.

DESCRIPTION:

This series contains financial records for city government. The ledger was used to record both expenditures and income for the city, including expenditures for such things as employee salaries, road improvements, electrical plant operations, waterworks construction, street sprinkling, and city hall and public square maintenance. It also records income from such sources as fines, dog taxes, interest on bonds, and taxes.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as representative documentation of the fiscal operation of municipal government in the early twentieth century.

AGENCY: Springville (Utah)

SERIES: 28278

TITLE: Accounting ledger

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 371

3

TITLE: Cemetery deed records

DATES: 1895-1932.

ARRANGEMENT: Numerical by deed number and chronological by issuing date.

DESCRIPTION:

This single book documents the sale of cemetery lots. It contains the city's copy of actual deeds issued to owners of cemetery lots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include: deed number, date issued, name of owner, amount of ground purchased, description of plot purchased, amount paid, and receipt number. In 1932, the city changed its method of selling cemetery plots and ceased issuing cemetery deeds.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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AGENCY: Springville (Utah)

SERIES: 371

TITLE: Cemetery deed records

(continued)

APPRAISAL:

Administrative Historical

This retention is based on the historic value of these records to document ownership of plots in the Springville cemetery and the changing methods of managing the city cemetery. It may be used by both genealogists and local historians.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 28290

3

TITLE: Cemetery interment records

DATES: 1851-

ARRANGEMENT: Alphabetical and chronological.

DESCRIPTION:

This series contain several volumes used to record burials in the Springville City and Evergreen Cemeteries. The earliest book was begun in 1879 and records burials as early as 1851. Burials were listed alphabetically by family name in one section and listed chronologically in another section. The book also includes an early cemetery map, information about plot ownership, and "promiscuous" information on the burial of strangers and unknown individuals.

The second volume is arranged in alphabetical sections and repeats information from the earlier volume, with additional burials listed through 1947. The third volume is in reverse chronological order and overlaps with earlier and later volumes. The fourth and fifth books ostensibly cover the City and Evergreen Cemeteries, respectively, but there is some cross-over in the two books. They are arranged chronologically and overlap earlier and later volumes. The most recent book picks up from the two preceding volumes and contains information on burials in both cemeteries, listed chronologically. The burial records in this series typically include such information as the name of the deceased, date and place of birth, date and place of death, cause of death, names of parents, last place of residence, burial date, and location of grave.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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AGENCY: Springville (Utah)

SERIES: 28290

TITLE: Cemetery interment records

(continued)

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has permanent historical value as documentation of the identity and location of burials in the Springville City and Evergreen Cemeteries.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 28282

3

TITLE: Cemetery plot care payment records

DATES: 1939-ca.1984

ARRANGEMENT: Chronological by year and alphanumerical by plot number.

DESCRIPTION:

This series contains two ledgers used to record payments for care of cemetery plots. The ledgers initially note annual payments and later payments for perpetual care. They typically contain such information as the plot location, owner or occupant name, address, and amount paid each year. The series documents a period of transition between annual care payments and the later requirement of payment for perpetual care.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This series has permanent historical value as representative documentation of the transition from annual care payments to perpetual care.

AGENCY: Springville (Utah)

SERIES: 28282

TITLE: Cemetery plot care payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 83025

3

TITLE: City ordinances

DATES: 1880-1988.

ARRANGEMENT: Chronological, thereunder numerical by ordinance number

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

AGENCY: Springville (Utah)

SERIES: 82997

3

TITLE: Council minutes

DATES: 1853-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Proceedings of the city council.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Administrative Historical

AGENCY: Springville (Utah)

SERIES: 381

3

TITLE: Ditches record

DATES: 1898-1900.

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION:

DESCRIPTION:

This single volume contains a record of all ditches in Springville. It was used to identify all ditches, their length, their directional flow, and ownership of adjacent property. It contains: address, name of ditch, and names of owners.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

This retention is based on the historic value of these records to document water rights in Springville.

AGENCY: Springville (Utah)

SERIES: 381

TITLE: Ditches record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 395

3

TITLE: Justice docket

DATES: 1883-1895.

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

This single volume is used to record individual cases heard by the Springville Precinct Justice of the Peace Court. They contain: names of involved parties, attorneys, judge; action taken; papers filed, and judgements rendered.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

This retention is based to document the actions of the justice of the peace court in Springville.

AGENCY: Springville (Utah)

SERIES: 395

TITLE: Justice docket

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 13461

3

TITLE: Library accessions

DATES: 1926-1966.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION:

Retain until filmed

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1960. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records prior to and including 1960. Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 1960. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1960 and continuing to the present. Retain in Office until administrative need ends and then destroy.

AGENCY: Springville (Utah)

SERIES: 13461

TITLE: Library accessions

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 13462

3

TITLE: Library board minutes

DATES: 1921-1952, 1966-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

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

AGENCY: Springville (Utah)

SERIES: 13462

TITLE: Library board minutes

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 24, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 399

3

TITLE: Ordinances, amendments and resolutions

DATES: 1893-1972.

ARRANGEMENT: Numerical by ordinance or resolution number

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office permanently.

AGENCY: Springville (Utah)

SERIES: 399

TITLE: Ordinances, amendments and resolutions

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 25205

3

TITLE: Publications

DATES: 1973-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Springville or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

"Flood Plain Information - Hobble Creek" prepared for the city of Springville by the Department of the Army, Sacramento District Corps of Engineers (June 1973)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Springville (Utah)

SERIES: 25205

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Springville (Utah)

SERIES: 13463

3

TITLE: Scrapbooks

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

PRIMARY CLASSIFICATION:

Public