

Retention and Classification Report

Agency: Syracuse (Utah) (1141)

Municipal Building
1979 West 1900 South
Syracuse, UT 84075
801 825-1477

Records Officer: Cassie Brown

27408	Building plans
84765	*Cemetery records
17834	Council minutes
17891	Lot books/files
17894	Receipt books
24339	Utility billing computer data base

AGENCY: Syracuse (Utah)

SERIES: 27408

3

TITLE: Building plans

DATES: c. 1990-2000

ARRANGEMENT: Alphabetical.

DESCRIPTION:

Sample of building plans from the 1990's retained as an example of building practices and building code policy.

RETENTION:

Retain Permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

Sample of building plans retained as an example from the period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 84765

4

TITLE: Cemetery records

DATES: i 1966-1967.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

STATE RECORDS COMMITTEE STATUS:

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

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.

Microfilm duplicate: For records beginning in 1966 through 1967.
Retain in State Archives permanently.

APPRAISAL:

Historical
Cemetery records supplement vital records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17834

3

TITLE: Council minutes

DATES: 1935-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

AGENCY: Syracuse (Utah)

SERIES: 17834

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17891

3

TITLE: Lot books/files

DATES: 1903-

ARRANGEMENT: by lot and plot location

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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: Retain in Office permanently after being microfilmed.

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.

AGENCY: Syracuse (Utah)

SERIES: 17891

TITLE: Lot books/files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17894

3

TITLE: Receipt books

DATES: 1940-

ARRANGEMENT: Alphabetical by name Numerical by account number

DESCRIPTION:

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 9.

AGENCY: Syracuse (Utah)

SERIES: 17894

TITLE: Receipt books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 24339

3

TITLE: Utility billing computer data base

DATES: 1995-

ARRANGEMENT: Alphabetical and numerical access in the data base

DESCRIPTION:

Software program data base of utility connections in the city. Used to manage utility billing and collections and generate reports relative to billing and collection. The data base contains names, addresses, phone numbers, utility charges, and utility payments for every connection in the city.

RETENTION:

Retain 3 years after account is closed

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 4.

PRIMARY CLASSIFICATION:

Public