Retention and Classification Report

Agency: Tremonton (Utah) (1182)

Tremonton Civic Center
102 South Tremont St., P.O. Box 100
Tremonton, UT 84337
435 257-2625

Records Officer

28220		Cemetery burial information sheets
28174		Cemetery burial permits and information sheets
28226	*	Cemetery certificates of burial right
28173		Cemetery lot account ledgers
28227	*	Cemetery plot ownership transfer records
28219		Cemetery records
22342		City Council minutes
22341		City charter
27026		City council meeting background records
22417	*	Planning commission minutes
28177		Riverview Cemetery master plan

AGENCY: Tremonton (Utah)

SERIES: 28220 3
TITLE: Cemetery burial information sheets
DATES: 1985-1993
ARRANGEMENT: 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).

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.

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

This series has permanent historical value as the primary record of burials in the cemetery during the time period it covers.

AGENCY: Tremonton (Utah)

SERIES: 28220
TITLE: Cemetery burial information sheets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 28174 3
TITLE: Cemetery burial permits and information sheets
DATES: 1971-1993
ARRANGEMENT: Generally chronological by burial date.
DESCRIPTION:

This series contains records of individuals buried in the cemetery. They include primarily permits for the transit, burial, and disinterment of remains. The records also include information forms from mortuaries and copies of some Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health. The records were used by the cemetery as part of the legal requirements to document the disposition of human remains. The records contain such information as the name of the deceased, date and place of birth, date and place of death, place of residence, age at death, mortuary handling the remains, and the burial date. The mortuary information forms may also include the names of spouses and parents

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 as documentation of the burial of individuals in the cemetery.

AGENCY: Tremonton (Utah)

SERIES: 28174
TITLE: Cemetery burial permits and information sheets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 28226 3
TITLE: Cemetery certificates of burial right
DATES: 1987-1999.
ARRANGEMENT: Roughly chronological by certificate date and numerical by certificate number
DESCRIPTION:

This series contains the cemetery copy of certificates of burial rights. The certificates document the purchase of burials rights for specific plots in the cemetery. They include such information as the name of the purchaser, the date of purchase, the plot location, the purchase price, and the signatures of the city recorder and the mayor. The records also include some references to transfer of burial rights to new owners.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

This series has permanent administrative, legal, and historical value as documentation of burial rights.

AGENCY: Tremonton (Utah)

SERIES: 28226
TITLE: Cemetery certificates of burial right

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 28173 3
TITLE: Cemetery lot account ledgers
DATES: 1931-[ca. 1998]
ARRANGEMENT: Alphabetical by first letter of last name of lot owner.
DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 2.

This series has administrative, legal, and historical value as documentation of lot ownership, payment of perpetual care, and the location of burials in the cemetery.

AGENCY: Tremonton (Utah)

SERIES: 28173
TITLE: Cemetery lot account ledgers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 28227 3
TITLE: Cemetery plot ownership transfer records
DATES: 1954-1993.
ARRANGEMENT: None
DESCRIPTION:

This series contains correspondence and other documentation of the transfer of lease or burial rights to cemetery plots.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

This series has permanent legal value as documentation of ownership or burial rights in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28219 3
TITLE: Cemetery records
DATES: 1993-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a variety of records documenting lot ownership and burials in the cemetery. It includes Information Sheets for purchase of lots and for burial of individuals, as well as printed database reports of ownership and burials in cemetery plots. The series contains copies of Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health, along with correspondence relating to ownership and burials. Information about plots includes names, addresses, and phone numbers of owners, along with location, date, and price of purchase. Information on burials includes name of the deceased with birth date and place, names of parents, death date and place, cause of death, age, burial date, and next of kin. Correspondence can be found throughout the series and relates primarily to the transfer of plot ownership or permission for burials in given plots. The database reports simply list the plot location, the owner's name, and the name of the individual buried in the plot if the plot is not vacant.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Tremonton (Utah)

SERIES: 28219
TITLE: Cemetery records

(continued)

APPRAISAL:

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

This series has permanent administrative, legal, and historical value as documentation of plot ownership and identification of burials in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 22342 3
TITLE: City Council minutes
DATES: 1922-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

STATE RECORDS COMMITTEE STATUS:

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

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 and then microfilm.

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
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

AGENCY: Tremonton (Utah)

SERIES: 22342
TITLE: City Council minutes

(continued)

PRIMARY CLASSIFICATION:
Public UCA 52-4-7(3) (2008)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(32) (2008)

AGENCY: Tremonton (Utah)

SERIES: 22341 3
TITLE: City charter
DATES: 1903-1963
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5). State of Utah certification of Notice of incorporation. Also contains Abstract of Title to the townsite and certain incorporation papers from 1903 through 1961. Approximately 62 pages.

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 Office permanently and then microfilm.

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 Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 4.

AGENCY: Tremonton (Utah)

SERIES: 22341
TITLE: City charter

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 27026 3
TITLE: City council meeting background records
DATES: 1995-
ARRANGEMENT: alphanumerical by date and subject.
DESCRIPTION:

This series includes documents used as background information for business discussed at city council meetings. The records include copies of such things as financial data, easement agreements, annexation documents, correspondence, and land use documents. The records are used in the course of council business but are not filed with the minutes as part of the permanent record.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

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 for 10 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

AGENCY: Tremonton (Utah)

SERIES: 22417 3
TITLE: Planning commission minutes
DATES: 1987-89.
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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: Tremonton (Utah)

SERIES: 22417
TITLE: Planning commission minutes

(continued)

APPRAISAL:
Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Tremonton (Utah)

SERIES: 28177 3
TITLE: Riverview Cemetery master plan
DATES: 1989-1992
ARRANGEMENT: None.
DESCRIPTION:

This series contains a four-page document prepared by the Women's Civic League, outlining recommendations for improvements to the Riverview Cemetery in Tremonton. The document addresses such issues as fencing, lighting, signage, an office/storage/restroom building, parking, and tree plantings. It includes a map showing proposed improvements.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series has permanent historical value as documentation of the planning process undertaken by the cemetery.

PRIMARY CLASSIFICATION:

Public