

Retention and Classification Report

Agency: Helper (Utah). Cemetery Superintendent (1613)

, UT

Records Officer:

22141 *Cemetery financial records

84794 *Cemetery plot records

AGENCY: Helper (Utah). Cemetery Superintendent

SERIES: 22141

4

TITLE: Cemetery financial records

DATES: 1912-1970.

ARRANGEMENT: Grouped by transaction type, thereunder chronological.

DESCRIPTION:

This series consists of three sets of financial records related to the financial transactions of the cemetery. The first ledger documents accounts receivable. Ledger columns include the date of the transaction, the name of the person, receipt numbers, and information about perpetual care and lot agreements. The second ledger documents financial transactions in yearly summaries, grouped by transaction type. The third set of records are account sheets for each individual purchaser documenting each individual transaction with the cemetery.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Helper (Utah). Cemetery Superintendent

SERIES: 22141

TITLE: Cemetery financial records

(continued)

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Helper (Utah). Cemetery Superintendent

SERIES: 84794

4

TITLE: Cemetery plot records

DATES: 1915-1970.

ARRANGEMENT: Numerical by section and block number.

DESCRIPTION:

This series documents the location of burials in the Helper City Cemetery. The first set of documents are cards which consist of maps of each block, with a card listing the burials in each block immediately following each map. The second set of cards includes the name of the deceased, the location of the grave, and occasionally the date of burial arranged in alphabetical order by the last name of the deceased. The final item is a full map of the cemetery detailing section and block locations.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

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: Retain in State Archives permanently.

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.

AGENCY: Helper (Utah). Cemetery Superintendent

SERIES: 84794

TITLE: Cemetery plot records

(continued)

APPRAISAL:

Historical

This disposition is based on the value of these records for documenting burials in Helper.

PRIMARY CLASSIFICATION:

Public