

Retention and Classification Report

Agency: Nephi (Utah). Sexton (1615)

, UT

Records Officer:

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|-------|---------------------------|
| 28280 | City Cemetery deeds |
| 84797 | Interment registers |
| 28281 | Vine Bluff Cemetery deeds |

AGENCY: Nephi (Utah). Sexton

SERIES: 28280

3

TITLE: City Cemetery deeds

DATES: ca. 1896-

ARRANGEMENT: Alphabetical by owner name.

DESCRIPTION:

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps and correspondence.

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 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 3.

This series has permanent historical value as documentation of ownership of cemetery plots.

AGENCY: Nephi (Utah). Sexton

SERIES: 28280

TITLE: City Cemetery deeds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Nephi (Utah). Sexton

SERIES: 84797

4

TITLE: Interment registers

DATES: 1889-

ARRANGEMENT: Chronological by death date.

DESCRIPTION:

This series contains a register of burials in both the City and Vine Bluff Cemeteries. The register is used to track the identity and location of burials in the cemeteries. Columns in the register books provide space for such information as the name of the deceased, name of parents or other relatives, date of birth, place of birth, cause of death, date of death, date of burial, name of cemetery, location of grave, and name of physician. Not all columns are completed for all individuals.

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 or until administrative need ends and then transfer to State Archives.

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

Microfilm duplicate: 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 disposition is based on the value of this series in documenting deaths and burials in the Nephi area.

AGENCY: Nephi (Utah). Sexton

SERIES: 84797

TITLE: Interment registers

(continued)

RETENTION JUSTIFICATION:

PRIMARY CLASSIFICATION:

Public

AGENCY: Nephi (Utah). Sexton

SERIES: 28281

3

TITLE: Vine Bluff Cemetery deeds

DATES: [ca. 1896]-

ARRANGEMENT: Alphabetical by owner name.

DESCRIPTION:

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps, receipts, and correspondence.

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.

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APPRAISAL:

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

This series has permanent historical value as documentation of ownership of cemetery plots.

AGENCY: Nephi (Utah). Sexton

SERIES: 28281

TITLE: Vine Bluff Cemetery deeds

(continued)

PRIMARY CLASSIFICATION:

Public