

Retention and Classification Report

Agency: Nephi (Utah). Sexton (1615)

, UT

Records Officer: Lisa Brough

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. These historical records document burials and interments. Information identifies burial rights, ownership of plots, layout, location of and information about deceased persons and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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

AGENCY: Nephi (Utah). Sexton

SERIES: 28280

TITLE: City Cemetery deeds

(continued)

PRIMARY DESIGNATION:

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. 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).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 05/13/2013

FORMAT MANAGEMENT:

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.

AGENCY: Nephi (Utah). Sexton

SERIES: 84797

TITLE: Interment registers

(continued)

APPRAISAL:

Historical

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

RETENTION JUSTIFICATION:

PRIMARY DESIGNATION:

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. These historical records document burials and interments. Information identifies burial rights, ownership of plots, layout, location of and information about deceased persons and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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 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 DESIGNATION:

Public