Retention and Classification Report

Agency: Kaysville (Utah). Cemetery Superintendent (1624)

, UT

Records Officer

84760 * Burial records
22081 * Interment register

AGENCY: Kaysville (Utah). Cemetery Superintendent

SERIES: 84760 4
TITLE: Burial records
DATES: 1869-1982.
ARRANGEMENT: Chronological by date of burial.
DESCRIPTION:

This series documents burials in the Kaysville City Cemetery. Each page in the volumes describes one or two lots which may contain any number of graves. The records include a diagram or map of the lot with each grave assigned a number within that lot. The remainder of each lot record is a key to the graves in the lot, which may include the name of the deceased, date of interment, interment number and record book page (in reference to series 22081), transfer information, the place of death, the undertaker's name, and a space for remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 1898 through 1982. Retain in State Archives permanently.

APPRAISAL:

Historical
This disposition is based on the value of this series in documenting burials in Kaysville.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kaysville (Utah). Cemetery Superintendent

SERIES: 22081 4
TITLE: Interment register
DATES: 1861-1982.
ARRANGEMENT: Chronological by date of death.
DESCRIPTION:

This volume is an interment register for the Kaysville City Cemetery for the years 1861 through 1982. Register columns include the interment number, name of the deceased, place of birth, birth and death dates, burial location, attending physician, and comments. Not all columns are completed for all individuals. Attached to the end of this volume are supplementary pages which have columns for name of the deceased, age, place of birth, dates of birth and death, nearest relative, and other. No reference is made to burial location in these supplementary pages.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 State Archives permanently with authority to weed.

AGENCY: Kaysville (Utah). Cemetery Superintendent

SERIES: 22081
TITLE: Interment register

(continued)

APPRAISAL:

Historical
This disposition is based on the documentation these records provide regarding deaths and burials in the Kaysville area.

PRIMARY CLASSIFICATION:
Public