

# Retention and Classification Report

**Agency:** Ogden (Utah). Cemetery Superintendent (1625)

, UT

## **Records Officer**

13559	Burial records
05665	Cemetery lot index
84761	*Cemetery records
05743	*Removal permit register
24285	*Sexton's monthly reports and burial permits

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 13559

3

**TITLE:** Burial records

**DATES:** 1920-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 5665

3

**TITLE:** Cemetery lot index

**DATES:**

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 84761

4

**TITLE:** Cemetery records

**DATES:** i 1851-1973.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat, and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

Cemetery records provide vital information about individuals and about their burial location.

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 84761

**TITLE:** Cemetery records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 5743

3

**TITLE:** Removal permit register

**DATES:** 1912-1918.

**ARRANGEMENT:** Numerical, with permit number issued chronologically.

**DESCRIPTION:**

Permits to remove bodies from Ogden to another city for burial or reburial. Gives date; undertaker name; deceased name, sex, race, age, place of birth and death, cause of death; place and date of removal. Permits required by health department and sexton. Volume covers 12 March 1912-28 May 1918.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 24285

3

**TITLE:** Sexton's monthly reports and burial permits

**DATES:** 1916-1974.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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 17, Item 6.

These records have historical and administrative value as documentation of burial of individuals.

**AGENCY:** Ogden (Utah). Cemetery Superintendent

**SERIES:** 24285

**TITLE:** Sexton's monthly reports and burial permits

(continued)

**PRIMARY CLASSIFICATION:**

Public