

Retention and Classification Report

Agency: Benjamin Cemetery Maintenance District (Utah) (1977)
7035 South 4000 West
Benjamin, UT 84660
801 789-6527

Records Officer: Vernon Marshall

28288 Burials list
17793 *Orders and decrees
28276 *Sexton's records

AGENCY: Benjamin Cemetery Maintenance District (Utah)

SERIES: 28288

3

TITLE: Burials list

DATES: ca. 1876-2007

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This series contains a printed list of burials in the cemetery. The list includes information such as the name of the deceased, birth place and date, death place and date, and location of grave.

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 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 burials in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Benjamin Cemetery Maintenance District (Utah)

SERIES: 17793

3

TITLE: Orders and decrees

DATES: 1953-1956.

ARRANGEMENT:

DESCRIPTION:

These are a signed authorization to dig graves. They are used to guarantee a body is interred in a specific burial plot and to generate the interment and lot records. They include time order was received, deed number, date, lot owner's name, authorization signature, address and telephone number, name of person being interred, location of grave by plot, block, grave number, and tier.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 for 2 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 4.

AGENCY: Benjamin Cemetery Maintenance District (Utah)

SERIES: 17793

TITLE: Orders and decrees

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Benjamin Cemetery Maintenance District (Utah)

SERIES: 28276

3

TITLE: Sexton's records

DATES: ca. 1878-1996.

ARRANGEMENT: By topic, thereunder by name or lot number.

DESCRIPTION:

This series is a compilation of information about the Benjamin Cemetery created by Diane R. Parkinson. The series includes a brief history of the cemetery, a list of plot owners and those interred in each plot, an alphabetical list of those buried in the cemetery, a list of veterans buried in the cemetery, and various obituaries. This compilation is used as a primary tool for tracking the location and identity of burials in the cemetery. 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).

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.

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

Microfilm duplicate: 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 series has permanent historical value as documentation of the history of the Benjamin Cemetery and the individuals buried there.

AGENCY: Benjamin Cemetery Maintenance District (Utah)

SERIES: 28276

TITLE: Sexton's records

(continued)

PRIMARY CLASSIFICATION:

Public