

# Retention and Classification Report

**Agency:** Grand County Cemetery Maintenance District (Utah) (2046)

2651 Spanish Valley Drive  
Moab, UT 84532

## **Records Officer**

22194 Cemetery plot deeds  
06967 \*Cemetery records  
28566 \*Elgin Cemetery administrative records

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 22194

3

**TITLE:** Cemetery plot deeds

**DATES:** 1933-

**ARRANGEMENT:** Chronological by year groups, thereunder alphabetical by first letter of last name of purchaser.

**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Retain in agency custody.

**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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 22194

**TITLE:** Cemetery plot deeds

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 6967

3

**TITLE:** Cemetery records

**DATES:** i 1970-1986.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This series includes a registry of burials in various cemeteries in the district.

**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 until retention expires and then microfilm and destroy provided microfilm has passed inspection.

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 28566

3

**TITLE:** Elgin Cemetery administrative records

**DATES:** [ca. 1930-2005].

**ARRANGEMENT:** None.

**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.

**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 Other Repository 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 6.

This series has permanent historical value as documentation of the operation of the cemetery, as well as the location and identity of burials.

**PRIMARY CLASSIFICATION:**

Public