

Retention and Classification Report

Agency: Newton Cemetery Maintenance District (Utah) (2112)

260 North 100 West
Newton, UT 84327
435-563-6533

Records Officer: Penny Douglass

22414	Burial card file
22415	Burial rights-certificate of ownership
22413	Cemetery board meeting minutes
13895	Deeds or burial rights
22416	Perpetual care receipts book
22412	Rules and regulations

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22414

3

TITLE: Burial card file

DATES: 1890-

ARRANGEMENT: Alphabetical by name

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.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

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.

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AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22414

TITLE: Burial card file

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22415

3

TITLE: Burial rights-certificate of ownership

DATES: 1890-

ARRANGEMENT: Numerical

DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION:

Retain permanent.

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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AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22415

TITLE: Burial rights-certificate of ownership

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 17,
Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22413

3

TITLE: Cemetery board meeting minutes

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22413

TITLE: Cemetery board meeting minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

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APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3)(2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008)

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 13895

3

TITLE: Deeds or burial rights

DATES:

ARRANGEMENT:

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 permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 13895

TITLE: Deeds or burial rights

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22416

3

TITLE: Perpetual care receipts book

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

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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AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22416

TITLE: Perpetual care receipts book

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 1.

This disposition is based on the necessity of perpetual care records being permanent by definition.

PRIMARY CLASSIFICATION:

Public

AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22412

3

TITLE: Rules and regulations

DATES: 1945-

ARRANGEMENT: Chronological

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (2010)).

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Newton Cemetery Maintenance District (Utah)

SERIES: 22412

TITLE: Rules and regulations

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 18,
Item 22.

PRIMARY CLASSIFICATION:

Public