

Retention and Classification Report

Agency: Brigham City (Utah). City Recorder (2926)

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20 N. Main St.
Brigham City, UT 84302
435 735 2001

Records Officer

23269 Board of Appeals minutes
84758 *Cemetery plot deeds
23382 *Register of deaths
85246 *Town site deeds

AGENCY: Brigham City (Utah). City Recorder

SERIES: 23269

3

TITLE: Board of Appeals minutes

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 Office permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

AGENCY: Brigham City (Utah). City Recorder

SERIES: 23269

TITLE: Board of Appeals minutes

(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Brigham City (Utah). City Recorder

SERIES: 84758

4

TITLE: Cemetery plot deeds

DATES: 1886-1978.

ARRANGEMENT: Chronological by recording date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents the purchase of burial plots in the Brigham City Cemetery. Each deed records the name of the purchaser, the plot location, and the purchase price. Records of deed transfers and burial permits are occasionally interfiled in the books.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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.

Microfilm duplicate: For records beginning in 1891 through 1978.
Retain in State Archives permanently.

Paper: Retain in State Archives permanently after microfilming.

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

APPRAISAL:

Historical Legal

This disposition is based on the documentation these records provide regarding land ownership.

AGENCY: Brigham City (Utah). City Recorder

SERIES: 84758

TITLE: Cemetery plot deeds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Brigham City (Utah). City Recorder

SERIES: 23382

4

TITLE: Register of deaths

DATES: 1898-1941.

ARRANGEMENT: Chronological in the order reported, which is only roughly chronological by date of death.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Brigham City recorder kept a register of deaths. In it he recorded the decedent's name, age, gender, race, occupation, marital status, place of residence, and date and cause of death. The recorder began this register in compliance with an 1898 law which required each physician, clergyman, justice of the peace and undertaker to keep such a register and to quarterly file the same with the county clerk or the board of health in incorporated cities (Revised Statutes of Utah 1898, Title 57, p. 474-475). In 1904, the Utah legislature passed a law requiring uniform death certificates to be kept by the state, and at that time most county and municipal officials stopped keeping death registers. However, the Brigham City recorder continued to keep this record for 36 more years.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Brigham City (Utah). City Recorder

SERIES: 23382

TITLE: Register of deaths

(continued)

APPRAISAL:

Administrative Historical

Although these records appear to duplicate the Box Elder County death registers (see 84099), the Box Elder County records extend to the entire County and end in 1905. The records in this series continue until 1941, and are exclusively for Brigham City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Brigham City (Utah). City Recorder

SERIES: 85246

4

TITLE: Town site deeds

DATES: 1870-1877.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

The Brigham City recorder transcribed deeds conveying town site lots from the mayor to individual claimants. When the Brigham City town site was originally surveyed, lots were distributed by the Mormon Church. Since this distribution was not valid under federal law, Congressional and Territorial legislation were necessary to correct the problem. In March 1867, Congress passed "An Act for the Relief of the Inhabitants of Cities and Towns upon the Public Lands" (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. 14, chap. 177). This act provided that officials of incorporated towns should enter town site lands at the land office and purchase them for the benefit of all inhabitants. Pursuant to this law, the Territorial Legislature established further regulations (Compiled Laws of Utah, 1876. Chap 4). Each person claiming to be a rightful owner of any part of this land was required to present a claim to the probate court, which was to determine the validity of each claim. Once the probate court had validated a claim the mayor was required to issue a deed conveying that land to the claimant. Each deed in this record book refers to the above mentioned acts of Congress and of the Territorial Legislature. Each deed states that the land is being conveyed by the mayor to a certain individual. Each deed describes the lot being transferred and tells the amount being paid for it. All deeds are signed by the mayor, the probate court judge and the city recorder.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 State Archives permanently.

AGENCY: Brigham City (Utah). City Recorder

SERIES: 85246

TITLE: Town site deeds

(continued)

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

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

APPRAISAL:

Historical

This volume is of historical value because it documents original ownership of town site lots in Brigham City.

PRIMARY CLASSIFICATION:

Public