

Retention and Classification Report

Agency: Provo (Utah). Parks & Recreation Department (3040)

PO Box 1849
351 W Center
Provo, UT 84603
801 852-6100

Records Officer

25251 Annual reports
26410 *Cemetery Burial Records
84631 *Cemetery administrative records
24278 City cemetery burial permits
24276 City cemetery perpetual care certificates
24277 City cemetery perpetual care receipts

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 25251

3

TITLE: Annual reports

DATES: 1936-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

STATE RECORDS COMMITTEE STATUS:

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

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 with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 84631

3

TITLE: Cemetery administrative records

DATES: i 1895-1975.

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 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:

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: Retain in State Archives permanently.

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

Paper: Retain in Office permanently.

APPRAISAL:

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

The interment register contains vital information about individuals buried in the Provo cemetery.

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 84631

TITLE: Cemetery administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 26410

3

TITLE: Cemetery Burial Records

DATES: 1876-1915.

ARRANGEMENT: Chronological

DESCRIPTION:

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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 26410

TITLE: Cemetery Burial Records

(continued)

APPRAISAL:

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

These records have historical value as documentation of deaths and burials.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24278

3

TITLE: City cemetery burial permits

DATES: 1916-1929

ARRANGEMENT: Chronological by date

DESCRIPTION:

These are the copies of burial permits issued by the Health Dept to individual cemeteries.

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:

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 microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24276

3

TITLE: City cemetery perpetual care certificates

DATES: 1915-

ARRANGEMENT: Numerical by certificate number

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 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 until microfilmed and then destroy provided microfilm has passed inspection.

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 1.

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24276

TITLE: City cemetery perpetual care certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24277

3

TITLE: City cemetery perpetual care receipts

DATES: 1916-

ARRANGEMENT: Alphabetical by first letter of purchaser's last name, thereunder chronological

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 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.

APPRAISAL:

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

AGENCY: Provo (Utah). Parks & Recreation Department

SERIES: 24277

TITLE: City cemetery perpetual care receipts

(continued)

PRIMARY CLASSIFICATION:

Public