

Retention and Classification Report

Agency: Garland (Utah) (415)

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Records Officer: Sharlet Anderson

10190 *City cemetery interment registers
10188 Council minutes

AGENCY: Garland (Utah)

SERIES: 10190

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TITLE: City cemetery interment registers

DATES: 1893-1961.

ARRANGEMENT: Numerical by plot number.

DESCRIPTION:

This series documents burials in the Garland City Cemetery in a ledger format. Ledger columns include the name of the deceased, age, date of birth, place of birth, date of death, nearest relative, and a column labelled other.

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 for 10 years and then microfilm and transfer to State Archives with authority to weed.

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: Garland (Utah)

SERIES: 10190

TITLE: City cemetery interment registers

(continued)

APPRAISAL:

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

These records document deaths and burials in Garland, Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Garland (Utah)

SERIES: 10188

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TITLE: Council minutes

DATES: 1908-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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 Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

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 1, Item 13.

Minutes document the decisions of a government entity and are of key administrative and historical importance.

AGENCY: Garland (Utah)

SERIES: 10188

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public