Retention and Classification Report

Agency: Glenwood (Utah) (424)

175 East 300 North
P.O. Box 300478
Glenwood, UT 84730-0478
435 896-0260

Records Officer

09567 Cemetery burial listing
09566 Council minutes

AGENCY: Glenwood (Utah)

SERIES: 9567 3
TITLE: Cemetery burial listing

DATES: 1960.
ARRANGEMENT: Geographical by row, thereunder numerical by plot number.
DESCRIPTION:

These records consist of a listing of all burials in the Glenwood cemetery taken from grave markers in approximately 1960. The individual entries include a grave location, the name of the individual buried, and their birth and death years, where available. Occasional entries will include parents' names. The listing is preceded by a legal description of the land covered by the cemetery.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Glenwood (Utah)

SERIES: 9567
TITLE: Cemetery burial listing

(continued)

APPRAISAL:

Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

These records are valuable for the documentation they provide in regards to burials in the Glenwood cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Glenwood (Utah)

SERIES: 9566 3
TITLE: Council minutes
DATES: 1954-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public