

Retention and Classification Report

Agency: Kanosh (Utah) (567)

Kanosh Town Hall
P.O. Box 9
Kanosh, UT 84637
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Records Officer

28283 *Birth registers
85101 Building plans, nonresidential
28287 Cemetery records
28286 *Death registers and burial permits
11559 Disbursement record book
25207 Publications
11560 Receipt record book

AGENCY: Kanosh (Utah)

SERIES: 28283

3

TITLE: Birth registers

DATES: 1905-1943.

ARRANGEMENT: Chronological by filing date and roughly by birth date.

DESCRIPTION:

Births in each registration district in the state were recorded by the local vital statistics registrar, as required by state statute ("Laws of Utah, 1905," chapter 120).

Holdings: (1) 22 January 1908 to 1 September 1913, (2) 13 November 1913 to 26 November 1921, (3) 1 February 1922 to 23 February 1939, and (4) 5 November 1939 to 3 April 1945.

The certificate of birth contains the following information:

(1) place of birth, (2) full name of child, (3) sex, (4) whether a twin, triplet, or multiple birth, (5) whether legitimate or illegitimate, (6) full name of father, (7) father's residence, (8) father's color or race, (9) father's birthplace, (10) father's age at last birthday, (11) father's occupation, (12) mother's maiden name in full, (13) mother's residence, (14) mother's color or race, (15) mother's birthplace, (16) mother's age at last birthday, (17) mother's occupation, (18) number of child of this mother and number of children of this mother now living, (19) certificate of attending physician or midwife as to attendance at birth, and (20) exact date of filing in office of local registrar, attested by his official signature and registered number of birth.

Certificates were to be written legibly in non-fading ink.

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 permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disk: Retain in State Archives permanently with authority to weed.

AGENCY: Kanosh (Utah)

SERIES: 28283

TITLE: Birth registers

(continued)

APPRAISAL:

Historical

This series has permanent historical value as documentation of the legally mandated process for recording births in the state.

RETENTION JUSTIFICATION:

PRIMARY CLASSIFICATION:

Exempt Access to birth certificates is restricted in accordance with the provisions of UCA 26-02-22

SECONDARY CLASSIFICATION(S):

Public. Birth certificates are considered public beginning 100 years after the date of birth in accordance with UCA 26-02-22

AGENCY: Kanosh (Utah)

SERIES: 85101

3

TITLE: Building plans, nonresidential

DATES: undated

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 4.

AGENCY: Kanosh (Utah)

SERIES: 28287

3

TITLE: Cemetery records

DATES: ca. 1867-

ARRANGEMENT: Alphabetical by name and plot.

DESCRIPTION:

This series contains records of burials and plot ownership in the cemetery. It includes a map showing the cemetery layout, a list of burials, maps showing burial locations, and maps showing plot ownership. The burial list includes name of the deceased, burial location, and sometimes birth and death dates. The list is a computer printout with addition information handwritten on the pages. The source of the information in the records is unclear and information on older burials likely came from headstone surveys and other secondary sources. These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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APPRAISAL:

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

This series has permanent administrative, legal, and historical value as documentation of burials, ownership, and layout in the cemetery.

AGENCY: Kanosh (Utah)

SERIES: 28287

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanosh (Utah)

SERIES: 28286

3

TITLE: Death registers and burial permits

DATES: 1905-1944, 1955-1976.

ARRANGEMENT: Generally chronological by filing date.

DESCRIPTION:

This series contains the registrar's copy of death certificates for the Kanosh Precinct along with burial-removal permits. In 1905 the State Legislature adopted a law providing for the registration of births and deaths in the state under the direction of the State Board of Health. In accordance with this law, the state was divided into precincts with precinct registrars appointed by county commissions. The person acting as undertaker for any deceased individual was to submit a certificate of death to the local registrar. The registrar would then issue a permit for burial or removal of the body from the precinct. Sextons within each precinct were to indorse the permit, verifying burial of the remains, and submit the indorsed permit to the local registrar. The registrar was to make a copy of each death certificate "to be filed and permanently preserved in his office as the local record" and to submit the originals to the State Registrar once a month ("Laws of Utah, 1905," chapter 120).

The registrar's copies were recorded on forms identical to the originals and, like the originals, included such information as the place of death, name of deceased, sex, color, marital status, date and place of birth, name of and birthplace of father, mother's maiden name and birthplace, signature and address of informant, occupation, date and cause of death, place and date of removal, and signatures of the registrar and the undertaker.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Kanosh (Utah)

SERIES: 28286

TITLE: Death registers and burial permits

(continued)

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent value as documentation of deaths and burials in the Kanosh precinct, as well as representative documentation of the legal process of recording deaths and burials in the state.

RETENTION JUSTIFICATION:

PRIMARY CLASSIFICATION:

Public The death records in this series are over 50 years old, so they are considered public under UCA 26-02-22(4)(b)

AGENCY: Kanosh (Utah)

SERIES: 11559

3

TITLE: Disbursement record book

DATES: 1903-1926

ARRANGEMENT: chronological

DESCRIPTION:

A record of disbursements was kept in this volume. It is labeled "Disbursements A" on the spine. Entries span December 1903 to 9 February 1926. Printed column headings include: date; warrant number; to whom; salaries; court expenses; road supervisor; poor; estrays; inquests; rent; roads, ditches, bridges; justice's court fees; juror's fees civil; witness fees, criminal; books, stationery, printing; light, fuel, etc.; improvements, town hall and lot; insane; interest discount insurance; election expense; incidentals; prisoner's board; and total. Handwritten headings subsequently added include: quarantine, water fund, notary, poll tax, phone, postage, general fund, square fence, membership fee and ordinances, rebate on licenses, freight, stock, burning dead cattle, and fumigating.

RETENTION:

Retain permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Kanosh (Utah)

SERIES: 11559

TITLE: Disbursement record book

(continued)

APPRAISAL:

Historical

Disbursement records provide socioeconomic and financial information about early Kanosh.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanosh (Utah)

SERIES: 25207

3

TITLE: Publications

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Kanosh or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

Holdings include: "Engineering Report for Kanosh Area Flood Restoration " (1984) prepared by Sunrise Engineering, Inc.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Kanosh (Utah)

SERIES: 11560

3

TITLE: Receipt record book

DATES: 1903-1926

ARRANGEMENT: chronological

DESCRIPTION:

A record of receipts was kept in this volume. It is labeled "Receipts A" on the spine. Entries span 24 July 1903 through 1926. Printed column headings include: date, from whom or what source, general license, liquor license, fines, taxes, and total. Handwritten headings subsequently added include: labor credit, cash credit, water labor, water cash, sale of pipe and hyd't, poll tax, ditch tax, stock, city and dog taxes, and cemetery lots.

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Disbursement records provide socioeconomic and financial information about early Kanosh.

AGENCY: Kanosh (Utah)

SERIES: 11560

TITLE: Receipt record book

(continued)

PRIMARY CLASSIFICATION:

Public