Retention and Classification Report

Agency: Levan (Utah) (587)

Levan Town Hall
20 North Main, P.O. Box 40
Levan, UT 84639
435 623-1959

Records Officer Elizabeth Hone

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28328	*	Cemetery Policies and Procedures
28324	*	Cemetery burial index
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AGENCY: Levan (Utah)

SERIES: 28644 3
TITLE: Accounting ledger books
DATES: 1911-1987.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records beginning in 1906 through 1987. 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.

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APPRAISAL:

Historical
This series has permanent historical value as primary documentation of the financial management of the town through most of the twentieth century.

AGENCY: Levan (Utah)

SERIES: 28644
TITLE: Accounting ledger books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28324 3
TITLE: Cemetery burial index

DATES: 1867-2005.
ARRANGEMENT: Alphabetical by name of deceased.
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: 07/05/2013

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

AGENCY: Levan (Utah)

SERIES: 28324
TITLE: Cemetery burial index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28325 3
TITLE: Cemetery burial plot index
DATES: 1988.
ARRANGEMENT: Alphanumerical by plat, lot, and plot.
DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

AUTHORIZED: 07/05/2013

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APPRAISAL:

Historical
This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

AGENCY: Levan (Utah)

SERIES: 28325
TITLE: Cemetery burial plot index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28326 3
TITLE: Cemetery burial-transit permits
DATES: 1953-
ARRANGEMENT: Alphabetical by name of deceased.
DESCRIPTION:

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as primary documentation for information on burials in the cemetery.

AGENCY: Levan (Utah)

SERIES: 28326
TITLE: Cemetery burial-transit permits

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Exempt. This series contains a few death certificates, which are restricted for 50 years under Utah Code 26-2-22.

AGENCY: Levan (Utah)

SERIES: 28355 3
TITLE: Cemetery maps
DATES: ca. 1940-2005.
ARRANGEMENT: None.
DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 7.

AUTHORIZED: 12/19/2013

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as documentation of the layout of the cemetery and the location and identity of burials.

AGENCY: Levan (Utah)

SERIES: 28355
TITLE: Cemetery maps

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28328 3
TITLE: Cemetery Policies and Procedures
DATES: 2009.
ARRANGEMENT: None.
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 16.

AUTHORIZED: 07/09/2013

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This series has permanent historical value as documentation of the operation of the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Levan (Utah)

SERIES: 28327 3
TITLE: Cemetery sexton's records
DATES: 1973-1983.
ARRANGEMENT: Alphanumerical by plat and lot numbers.
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.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

AUTHORIZED: 07/08/2013

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as representative documentation of cemetery operations and the implementation of perpetual care in the cemetery.

AGENCY: Levan (Utah)

SERIES: 28327
TITLE: Cemetery sexton's records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 9669 3
TITLE: Council minutes
DATES: 1906-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1906 through 1992. Retain in State Archives permanently with authority to weed.

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

AGENCY: Levan (Utah)

SERIES: 9669
TITLE: Council minutes

(continued)

weed.

APPRAISAL:

Historical

This series has permanent historical value as documentation of the business handled and the actions taken by the town board and city council.

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28637 3
TITLE: Ordinances
DATES: 1915; 1975-1994
ARRANGEMENT: Chronological by publication date, thereunder numerical by chapter and section.
DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/14/2015

FORMAT MANAGEMENT:

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AGENCY: Levan (Utah)

SERIES: 28637
TITLE: Ordinances

(continued)

APPRAISAL:

Historical
This series has permanent historical value as documentation of the ordinances passed by the town council.

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28651 3
TITLE: Payroll record
DATES: 1978-1982.
ARRANGEMENT: None.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as representative documentation of payment of employees in towns during the 1970's and 80's.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

AGENCY: Levan (Utah)

SERIES: 28651
TITLE: Payroll record

(continued)

Private. This series contains information about individuals, which is regarded as private, specifically Social Security numbers.

AGENCY: Levan (Utah)

SERIES: 28639 3
TITLE: Public utility bond and loan records
DATES: 1911-1938; 1961.
ARRANGEMENT: Generally chronological by date of document.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 01/27/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as documentation of actions of the town council and the development of public utilities in the town.

AGENCY: Levan (Utah)

SERIES: 28639
TITLE: Public utility bond and loan records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Levan (Utah)

SERIES: 28650 3
TITLE: Utilities payment record books
DATES: 1929-1943
ARRANGEMENT: Chronological by payment date.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical
This series has permanent historical value as representative documentation of the operation of municipal utilities in the early 20th century.

PRIMARY CLASSIFICATION:

Public

AGENCY: Levan (Utah)

SERIES: 28633 3
TITLE: Waterworks maps
DATES: 1934-1935.
ARRANGEMENT: Numerical by map number.
DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 31.

AUTHORIZED: 01/06/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This series has permanent historical value as documentation of the development of the town water supply.

AGENCY: Levan (Utah)

SERIES: 28633
TITLE: Waterworks maps

(continued)

PRIMARY CLASSIFICATION:
Public