

Retention and Classification Report

Agency: Marysvale (Utah) (622)

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Records Officer: Wendy Steed

23948 Annual audits
23950 *Cemetery plot maps
23956 *Cemetery records
23949 Council minutes

AGENCY: Marysvale (Utah)

SERIES: 23948

3

TITLE: Annual audits

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Marysvale (Utah)

SERIES: 23948

TITLE: Annual audits

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Marysvale (Utah)

SERIES: 23950

4

TITLE: Cemetery plot maps

DATES: 1996.

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

Marysvale cemetery maps include a general map and four sectional maps. The general map illustrates the entire cemetery. It indicates plot numbers and shows location in relation to roadways and other plots. Sectional maps include the names of persons buried in each plot.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/17/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal

Cemetery plot maps define the boundaries of cemetery plots and identify individuals buried therein.

AGENCY: Marysvale (Utah)

SERIES: 23950

TITLE: Cemetery plot maps

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Marysvale (Utah)

SERIES: 23956

4

TITLE: Cemetery records

DATES: 1887-1978.

ARRANGEMENT: Alphabetical for early cemeteries; thereafter registry is chronological by date of death.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

Marysvale cemetery records begin with lists of information copied from headstones in the old section of the Marysvale Cemetery and from the Howes and Thompsonville Cemeteries. A map of the Dennis Cemetery identifies the names of persons buried therein. These lists and map are followed by a death registry which provides: name of deceased, date of death, place of death, birth date and place or age at time of death, parents' names and place of birth, informant, burial date and place, and possibly other information such as occupation or name of spouse. For those persons buried in the Marysvale Cemetery, the registry also indicates a burial plot number. This registry includes many individuals who were buried in other cemeteries. The registry is followed by several plat maps of the Marysvale Cemetery.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/17/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Marysvale (Utah)

SERIES: 23956

TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical Legal

Marysvale cemetery records provide vital information about persons buried in the Marysvale Cemetery, and well as some buried in other area cemeteries.

PRIMARY DESIGNATION:

Public

AGENCY: Marysvale (Utah)

SERIES: 23949

4

TITLE: Council minutes

DATES: 1943-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The town board consists of a president (mayor) and four board members who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Minutes of the Marysvale town board summarize the discussions of the town board at monthly and special board meetings. Each set of minutes includes the date and time of the meeting, names those present, and indicates the outcome of votes taken on all issues. The Marysvale town board minutes also itemize all bills approved by the board for payment.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/16/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Marysvale (Utah)

SERIES: 23949

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal
Town board minutes provide valuable information about the history
and community government of Marysvale.

PRIMARY DESIGNATION:

Public