

# Retention and Classification Report

**Agency:** Midvale (Utah) (645)

655 West Center Street  
Midvale, UT 84047  
801 561-1418

**Records Officer:** Rori Andreason

14136 Board of Adjustment minutes  
14134 Cemetery plots ownership certificates  
14135 \*Interment register  
10680 Minutes  
10682 Ordinances  
14132 Planning Commission minutes  
14133 Scrapbooks

**AGENCY:** Midvale (Utah)

**SERIES:** 14136

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1985-1993

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. They are used to reference requests, discussions, and decisions of the Board.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1988.

**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.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 3.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midvale (Utah)

**SERIES:** 14134

3

**TITLE:** Cemetery plots ownership certificates

**DATES:** 1943-

**ARRANGEMENT:** Numerical by certificate number

**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.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 1.

**AGENCY:** Midvale (Utah)

**SERIES:** 14134

**TITLE:** Cemetery plots ownership certificates

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midvale (Utah)

**SERIES:** 14135

4

**TITLE:** Interment register

**DATES:** 1923-1994.

**ARRANGEMENT:** Chronological by date of burial.

**DESCRIPTION:**

This series documents burials in the City Cemetery in a ledger format. Information recorded includes the burial number, permit number, name of the deceased, sex, age, place of death, date of death, cause of death, attending physician, date of burial, location of grave, deed number, undertaker, and a column for remarks which often contains information about lot ownership. Not all columns are completed for all persons. At the beginning of the reel is a brief history of the cemetery and of the cemetery sexton's office written in 1943. The last item is a map of the burial plots in the cemetery.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Midvale (Utah)

**SERIES:** 14135

**TITLE:** Interment register

(continued)

**APPRAISAL:**

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

This series documents deaths and burials in Midvale.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midvale (Utah)

**SERIES:** 10680

3

**TITLE:** Minutes

**DATES:** 1909-

**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:**

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**AGENCY:** Midvale (Utah)

**SERIES:** 10680

**TITLE:** Minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Midvale (Utah)

**SERIES:** 10682

3

**TITLE:** Ordinances

**DATES:** 1909-

**ARRANGEMENT:** Chronological

**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 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Midvale (Utah)

**SERIES:** 10682

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midvale (Utah)

**SERIES:** 14132

3

**TITLE:** Planning Commission minutes

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**AGENCY:** Midvale (Utah)

**SERIES:** 14132

**TITLE:** Planning Commission minutes

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 20, Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Midvale (Utah)

**SERIES:** 14133

3

**TITLE:** Scrapbooks

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain a chronological record of the city. They include photographs, newspaper clippings and other items pertaining to the activities, actions, and reactions of citizens. Usually filed chronologically by calendar year, then by date.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

**PRIMARY CLASSIFICATION:**

Public