

# Retention and Classification Report

**Agency:** Midvale (Utah) (645)  
7505 S. Holden Street  
Midvale, UT 84047  
801-567-7207

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 3.

**AUTHORIZED:** 06/23/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical

This series documents deaths and burials in Midvale.

**AGENCY:** Midvale (Utah)

**SERIES:** 14135

**TITLE:** Interment register

(continued)

**PRIMARY DESIGNATION:**

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.

**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:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical Legal

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.

**AGENCY:** Midvale (Utah)

**SERIES:** 10680

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08/21/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Historical Legal

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

**AGENCY:** Midvale (Utah)

**SERIES:** 10682

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

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)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Midvale (Utah)

**SERIES:** 14132

**TITLE:** Planning Commission minutes

(continued)

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

**AUTHORIZED:** 06/23/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public