Retention and Classification Report

Agency: Morgan (Utah) (668)

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Records Officer Julie Bloxham

22135	*	Burial records
28258		Cemetery deeds
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28261	*	Cemetery lot records
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AGENCY: Morgan (Utah)

SERIES: 22135 3
TITLE: Burial records

DATES: 1865-2001.
ARRANGEMENT: Chronological by date and alphabetical by name of deceased.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION:

Retain 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 5.

AUTHORIZED: 10/07/2013

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: Morgan (Utah)

SERIES: 22135
TITLE: Burial records

(continued)

APPRAISAL:

Historical
This disposition is based on the value of these records in documenting deaths and burials in Morgan, Utah.

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 28258 3
TITLE: Cemetery deeds
DATES: 1900-
ARRANGEMENT: Alphabetical by owner name.
DESCRIPTION:

This series contains cemetery copies of deeds for cemetery plots in both Morgan Cemetery No. 1 (South) and Cemetery No. 2 (North). These records are kept in bound volumes and are used by cemetery staff to track ownership and burial rights for cemetery plots.
The deeds typically list such information as the name of the purchaser, the date of purchase, the location of plot (s), the number of plots, the amount paid, and the signatures of the mayor and recorder certifying the record.
The earliest deeds are hand-written copies, but later deeds are duplicates filled out on standardized forms. A number of other documents are inter-filed in the books. These documents are typically related to the deed with which they are filed and include such things as duplicate copies of deeds, receipts, plot maps, record of ownership transfers .
These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number.
In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 3.

AUTHORIZED: 04/12/2013

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.

AGENCY: Morgan (Utah)

SERIES: 28258
TITLE: Cemetery deeds

(continued)

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

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

APPRAISAL:

Historical Legal
This series has permanent legal and historical value as documentation of plot ownership and burial rights in the cemetery.

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 13128 4
TITLE: Cemetery lot purchase records
DATES: 1897-1966.
ARRANGEMENT: Alphabetical by first letter of purchaser surname, thereunder chronological by purchase date.

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:

Retain on microfilm.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

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 with authority to weed.

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

AGENCY: Morgan (Utah)

SERIES: 13128
TITLE: Cemetery lot purchase records

(continued)

APPRAISAL:

Historical
This series documents ownership of burial lots in Morgan, Utah.

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 28261 3
TITLE: Cemetery lot records
DATES: ca. 1865-1973.
ARRANGEMENT: Numerically by cemetery, thereunder roughly alphabetical by surname of plot owner.
DESCRIPTION:

This series contains cards used to record lot ownership and burials in each lot. The cards are filed in metal card filing binders. Each pre-printed provides space for noting a variety of information, including the cemetery number, the lot description, the names of those buried in the lot, notes on payments made, and ownership transfer information. The reverse side of the care records lot owner?s name, owner's address, location of the lot, date and price of purchase, deed number and date of issue, and miscellaneous notes. 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 6.

AUTHORIZED: 04/18/2013

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: Morgan (Utah)

SERIES: 28261
TITLE: Cemetery lot records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 28271 3
TITLE: Cemetery maps
DATES: 1931-
ARRANGEMENT: By size, thereunder numerical by cemetery, thereunder roughly alphanumerical by block

DESCRIPTION:

This series contains various maps used to document the location of plots and burials in Morgan City Cemeteries 1 (South) and 2 (North). The oldest surviving maps are ink-on-linen drawings. More recent maps are black or blue line copies on paper and ink on mylar. 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: 04/30/2013

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.

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

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

APPRAISAL:

Historical Legal
This series has permanent historical and legal value as documentation of the layout of the Morgan cemeteries and the location of burial plots.

AGENCY: Morgan (Utah)

SERIES: 28271
TITLE: Cemetery maps

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 28384 3
TITLE: Cemetery petition

DATES: 1945.
ARRANGEMENT: None.
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

Historical
This series has permanent historical value as documentation of the implementation of perpetual care in cemeteries.

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 80332 4
TITLE: City Council minutes
DATES: i 1868-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The city and town council minute book were created as the officialrecord of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

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:

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 and then MICROFILM AND RETAIN ORIGINAL PERMANENTLY..

Microfilm master: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1868 through 1984. Retain in State Archives permanently.

APPRAISAL:

AGENCY: Morgan (Utah)

SERIES: 80332
TITLE: City Council minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Morgan (Utah)

SERIES: 28381 3
TITLE: Financial and cemetery burial records
DATES: 1950-1968.
ARRANGEMENT: Chronological by transaction date and alphabetical by name.
ANNUAL ACCUMULATION:
DESCRIPTION:

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: Retain in Office permanently.

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

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

APPRAISAL:

Historical
This series has permanent historical value as documentation of the operation of city government and of burials in the cemetery.

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan (Utah)

SERIES: 22136 3
TITLE: Interment register
DATES: 1865-1964.
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series consists of a ledger of interments compiled by the City Recorder starting in 1940. Ledger columns include the name of the deceased, date of birth, date of death, location of grave, and place of residence.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

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

Microfilm master: Retain in State Records Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical
This disposition is based on the value of these records in documenting deaths and burials in Morgan, Utah.

AGENCY: Morgan (Utah)

SERIES: 22136
TITLE: Interment register

(continued)

PRIMARY CLASSIFICATION:
Public