

# Retention and Classification Report

**Agency:** Payson (Utah) (761)  
439 West Utah Avenue  
Payson, UT 84651  
801 465-5200

**Records Officer:** Sara Hubbs

28320 \*Cemetery account book  
28321 Cemetery burial permits and reports  
28296 \*Cemetery deed and transfer book  
28394 \*Cemetery deed book  
28322 \*Cemetery index record of burials  
28374 \*Cemetery receipt books  
85020 City Council minutes  
09636 \*City election tally list  
84798 \*Interment registers  
25209 Publications  
28375 \*Sexton's reports

**AGENCY:** Payson (Utah)

**SERIES:** 28320

3

**TITLE:** Cemetery account book

**DATES:** 1901-1924.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains a single ledger used by cemetery staff to record payments received by the cemetery. These payment are almost exclusively for the purchase of lots and for the digging of graves. Entries typically note the date of payment, who made the payment, and purpose of the payment. The record also gives monthly totals of receipts transferred to the city treasurer.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

Historical

This series has permanent historical value as representative documentation of cemetery operations in the early twentieth century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28321

3

**TITLE:** Cemetery burial permits and reports

**DATES:** 1903, 1933, 1953-

**ARRANGEMENT:** Chronological by burial date.

**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:**

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.

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

**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the identity of individuals buried in the cemetery.

**AGENCY:** Payson (Utah)

**SERIES:** 28321

**TITLE:** Cemetery burial permits and reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28296

3

**TITLE:** Cemetery deed and transfer book

**DATES:** 1872-2002.

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

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 2.

**AUTHORIZED:** 06/17/2013

**FORMAT MANAGEMENT:**

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.

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

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the purchase and transfer of cemetery plots.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28394

3

**TITLE:** Cemetery deed book

**DATES:** 1888-1901.

**ARRANGEMENT:** Generally chronological by recording date.

**DESCRIPTION:**

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:** 11/05/2013

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

Historical

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

**AGENCY:** Payson (Utah)

**SERIES:** 28394

**TITLE:** Cemetery deed book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28322

3

**TITLE:** Cemetery index record of burials

**DATES:** ca. 1852-2005.

**ARRANGEMENT:** Alphabetical by name of the deceased.

**DESCRIPTION:**

This series contains pre-printed 3" x 5 1/2" cards used to track the identity and location of burials in the cemetery. The card files were likely started in the mid-twentieth century, using information from older sources to document earlier burials. Over time cards were added to the file to document newer burials until 2005, when the card file system was superseded by a computer database. Information recorded on the cards includes the name of the deceased, birth and death dates, parents' names, and location of grave. 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:** 07/02/2013

**FORMAT MANAGEMENT:**

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 identity and location of burials in the cemetery.

**AGENCY:** Payson (Utah)

**SERIES:** 28322

**TITLE:** Cemetery index record of burials

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28374

3

**TITLE:** Cemetery receipt books

**DATES:** 1892-1955.

**ARRANGEMENT:** Chronological by receipt date and numerical by receipt number.

**DESCRIPTION:**

These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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.

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

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the history of the cemetery and as a representative example of such records produced by cemeteries throughout the state.

**RETENTION JUSTIFICATION:**

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**AGENCY:** Payson (Utah)

**SERIES:** 28374

**TITLE:** Cemetery receipt books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 85020

4

**TITLE:** City Council minutes

**DATES:** i 1853-

**ARRANGEMENT:** Chronological according to date of entry.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad 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 ordinance; 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:** //

**FORMAT MANAGEMENT:**

Microfilm duplicate: For records beginning in 1853 through 1945. Retain in State Archives permanently.

**APPRAISAL:**

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**AGENCY:** Payson (Utah)

**SERIES:** 85020

**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Payson (Utah)

**SERIES:** 9636

3

**TITLE:** City election tally list

**DATES:** 1905.

**ARRANGEMENT:** None

**DESCRIPTION:**

This tally list contains a list of all persons voted for, and the offices they are intended to fill, with the number of votes cast for each at the municipal election held in district no. 3, Payson Precinct, Utah County, State of Utah, on the 7th day of November 1905. Vote tallies are compiled for the following municipal offices: mayor, recorder, treasurer, marshal, justice of the peace, and councilmen.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/01/2010

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

This series documents the century old 1905 election.

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**AGENCY:** Payson (Utah)

**SERIES:** 9636

**TITLE:** City election tally list

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 84798

3

**TITLE:** Interment registers

**DATES:** 1893-2008.

**ARRANGEMENT:** Chronological by burial date.

**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:** 06/27/2013

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Administrative Historical

This series has permanent historical value as documentation of burials in the cemetery.

**AGENCY:** Payson (Utah)

**SERIES:** 84798

**TITLE:** Interment registers

(continued)

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 25209

3

**TITLE:** Publications

**DATES:** 1985-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Payson or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Box Lake Dam Design Report" (November 1985).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**AGENCY:** Payson (Utah)

**SERIES:** 25209

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Payson (Utah)

**SERIES:** 28375

3

**TITLE:** Sexton's reports

**DATES:** 1936-1945; 1961-1969.

**ARRANGEMENT:** Chronological by year and month.

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 2.

**AUTHORIZED:** 08/30/2013

**FORMAT MANAGEMENT:**

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.

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

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the duties and functions of the cemetery sexton.

The retention schedule for cemetery receipt books suggests destroying the records after three years. Since these records, dating from 1892 to the 1950's have survived, the decision was made to microfilm them and preserve them as a representative example.

**AGENCY:** Payson (Utah)

**SERIES:** 28375

**TITLE:** Sexton's reports

(continued)

**PRIMARY DESIGNATION:**

Public