

Retention and Classification Report

Agency: Park City (Utah). City Recorder (770)

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Park City, UT 84060
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Records Officer: Michelle Kellogg

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AGENCY: Park City (Utah). City Recorder

SERIES: 21367

3

TITLE: Annual financial reports

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION:

Retain Permanent, may be transferred to the State Archives

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

AGENCY: Park City (Utah). City Recorder

SERIES: 21367

TITLE: Annual financial reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 85147

TITLE: Birth register

DATES: i 1892-1897.

ARRANGEMENT: Chronological by month.

TOTAL VOLUME: 2.00 reels.

DESCRIPTION:

This series contains birth registers for 1892 to 1897. Each of the entries has an assigned number, name date of birth; father's name, age occupation, and birthplace; mother's name, age, and birthplace, attending physician, and the date reported.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

These are historical records with vital statistics information, they should be kept permanently.

PRIMARY DESIGNATION:

Public

4

AGENCY: Park City (Utah). City Recorder

SERIES: 85217

4

TITLE: Business licenses

DATES: i 1910-

ARRANGEMENT: Numerical by license number

TOTAL VOLUME:

DESCRIPTION:

Licenses grant individual business the right to transact within the city limits according to specific city ordinances. All business operating within the city are required to have licenses. Information includes name and address of the business; beginning and ending date of the license; type of business; owners and their addresses; a license number; license renewal or original license; signatures of applications; officers names; and the license fee. License are normally issued annually.

RETENTION:

Retain Microfilm from 1910-1922 retain permanently in Archives. Paper retained by agency 4 years after final renewal.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1910 through 1922. Retain in State Records Center permanently.

Microfilm duplicate: For records beginning in 1910 through 1922. Retain in State Records Center permanently.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Park City (Utah). City Recorder

SERIES: 85217

TITLE: Business licenses

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). City Recorder

SERIES: 5371

3

TITLE: Business licenses register

DATES: 1888-1896.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

Recorded information in the license register includes: name, license number, Treasurer's receipt number, class, kind, amount paid, date when issued, date of expiration, and remarks.
Holdings: (1 volume).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This business register from the territorial period provides historical information about businesses in Park City.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 24405

3

TITLE: Death register

DATES: 1892-1972.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

The portion of these records available to the public contains death register entries for the years 1892 to 1905. Each entry has an assigned number, name of decedent, age, place of death, sex, color, marital status, occupation, birthplace, parents' names, parents' nativity, place of interment, date of interment, date of death, duration of illness, cause of death, physician's name, undertaker's name, where the body was shipped, and the number of the transit permit. Many records have incomplete entries.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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:

Historical

This series documents deaths in a mining community for a time prior to regular record-keeping of death records.

AGENCY: Park City (Utah). City Recorder

SERIES: 24405

TITLE: Death register

(continued)

PRIMARY DESIGNATION:

Exempt Records less than 50 years old are not public.

SECONDARY DESIGNATION(S):

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21567

3

TITLE: Deed files

DATES: 1998-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently. Records may be transferred to State Archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Park City (Utah). City Recorder

SERIES: 21552

3

TITLE: Deed register/payment records

DATES: 1948-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

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:

Retain permanently, may be transferred to state archives.

DISPOSITION:

Retain in agency custody.

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21553
TITLE: Deeds

3

DATES: 1928-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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.

APPRAISAL:

AGENCY: Park City (Utah). City Recorder

SERIES: 21553

TITLE: Deeds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 20094

1

TITLE: Election nomination certificates

DATES: 1917-

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

These three certificates of nomination request the city recorder to place names on the election ballot. One certificate, 1917, is for various city positions and gives the nominations of the Socialist Party; one, 1919, is also for various positions on behalf of the Republican Party; and one, 1921, is for City Recorder on behalf of the Republican Party.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These financial electional nomination statements have artifactual value.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 84630

3

TITLE: Glenwood cemetery interment register

DATES: 1885-1982.

ARRANGEMENT: Roughly chronological.

TOTAL VOLUME:

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: 08/30/2000

FORMAT MANAGEMENT:

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

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

Paper: Retain in Office for 20 years and then may transfer to State Archives.

Computer data files: Retain in Office for 20 years and then may transfer to State Archives.

APPRAISAL:

Administrative Historical

This series has administrative and historical value as primary documentation of burials in the cemetery.

AGENCY: Park City (Utah). City Recorder

SERIES: 84630

TITLE: Glenwood cemetery interment register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 24406

3

TITLE: Glenwood cemetery records

DATES: 1887-

ARRANGEMENT: By record type, thereunder chronological

TOTAL VOLUME:

DESCRIPTION:

This series includes a listing of lot sales, some receipts, and minutes from the Glenwood Cemetery Association meetings.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Park City (Utah). City Recorder

SERIES: 21555

3

TITLE: Interment/disinterment registers

DATES: 1883-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

DESCRIPTION:

These registers are contained on a database which crossreferences with the plat book.

RETENTION:

Retain permanently, may be transferred to the state archives.

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: //

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 5375

3

TITLE: Licenses register

DATES: 1903-1922.

ARRANGEMENT: Alphabetical by surname of license holder or company name.

TOTAL VOLUME:

DESCRIPTION:

Information about licenses issued by Park City is recorded under the following column headings: name, business, remarks, month, license number, date issued, expiration date, and amount. Handwritten notations ("Out of business," "Quit peddling," "One day," "Under new management," or a change in the name of the business) appear frequently.
Holdings (2 volumes): 1903-1909, 1910-1922.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This business register from the territorial period provides historical information about businesses in Park City.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21556

3

TITLE: Lot books/files

DATES: 1883-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

DESCRIPTION:

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:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21557

3

TITLE: Map books

DATES: 1883-

ARRANGEMENT: Numerical

TOTAL VOLUME:

DESCRIPTION:

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:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21575

3

TITLE: Oaths

DATES: 1998-

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

RETENTION:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Park City (Utah). City Recorder

SERIES: 21575

TITLE: Oaths

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21551

3

TITLE: Perpetual care certificates

DATES: 1948-

ARRANGEMENT: Chronological

TOTAL VOLUME:

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 permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 21558

3

TITLE: Plot index books/files

DATES: 1843-

ARRANGEMENT: Alphabetical

TOTAL VOLUME:

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 permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02/19/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). City Recorder

SERIES: 18071

3

TITLE: Receipt and disbursement ledgers

DATES: 1903-1918.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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