Retention and Classification Report

Agency: Spanish Fork (Utah) (892)

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Spanish Fork, UT 84660
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Records Officer Angie Warner

27272	Affidavits of kinship and indemnification agreements
84799	Cemetery deed registers
84963	City Council minutes
10372	Interment registers
25204	Publications

AGENCY: Spanish Fork (Utah)

SERIES: 27272 3
TITLE: Affidavits of kinship and indemnification agreements
DATES: 1995-
ARRANGEMENT: Chronological by date signed.
DESCRIPTION:

Indemnification agreements authorize burial in cemetery lots when the person providing authorization is not the owner but the next of kin. They indemnify the city against all costs of disinterment and reburial, attorney fees, or other costs associated with wrongful interment. Almost always the owner is unable to sign the agreement because he or she is deceased. The agreements identify the relevant cemetery lot, name the owner, and provide information about the next of kin who is authorizing burial in the lot.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

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.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Spanish Fork (Utah)

SERIES: 27272
TITLE: Affidavits of kinship and indemnification agreements

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

Indemnification agreements authorize burial in cemetery lots when the person providing authorization is the next of kin instead of the owner.

PRIMARY CLASSIFICATION:

Public

AGENCY: Spanish Fork (Utah)

SERIES: 84799 4
TITLE: Cemetery deed registers
DATES: 1884-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These volumes contain records of deeds issued to owners of cemetery plots in the Spanish Fork Cemetery. The records include the date of the deed, date of purchase, the purchasers' names, the plot number, and the amount paid. The deeds were assigned numbers starting in 1924.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 Office permanently.

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

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.

This disposition is based on the value of these records in documenting cemetery plot ownership.

AGENCY: Spanish Fork (Utah)

SERIES: 84799
TITLE: Cemetery deed registers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Spanish Fork (Utah)

SERIES: 84963 4
TITLE: City Council minutes
DATES: i 1893-
ARRANGEMENT: Chronological.
DESCRIPTION:

The city and town council minute book was created as the official record 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.

STATE RECORDS COMMITTEE STATUS:

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

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.

Microfilm duplicate: For records beginning in 1893 through 1974. Retain in State Archives permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Spanish Fork (Utah)

SERIES: 10372 4
TITLE: Interment registers
DATES: 1853-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains a number of volumes of interment registers for the Spanish Fork City Cemetery. Register formats differ between volumes; most include columns for the name of the deceased, their date and place of birth, parents' names, marital status, date and place of death, cause of death, and location of grave. A few entries in the first volume predate burial in the City Cemetery; those individuals are listed as buried in the Old Palmyra graveyard.

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:

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 Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Spanish Fork (Utah)

SERIES: 10372
TITLE: Interment registers

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APPRAISAL:

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

This disposition is based on the value of these records in documenting burials in Spanish Fork.

PRIMARY CLASSIFICATION:

Public

AGENCY: Spanish Fork (Utah)

SERIES: 25204 3
TITLE: Publications
DATES: 1978-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Spanish Fork or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

"City News Review" Vol. 1 No. 1 (Spring 1978)

STATE RECORDS COMMITTEE STATUS:

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

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

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

PRIMARY CLASSIFICATION:

Public