

# Retention and Classification Report

**Agency:** Spanish Fork (Utah) (892)

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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.

**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.

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

**PRIMARY DESIGNATION:**

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.

**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 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 the value of these records in documenting cemetery plot ownership.

**PRIMARY DESIGNATION:**

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.

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives permanently.

**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 1893 through 1974.  
Retain in State Archives permanently.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

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

**AGENCY:** Spanish Fork (Utah)

**SERIES:** 84963

**TITLE:** City Council minutes

(continued)

**SECONDARY DESIGNATION(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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04/21/1992

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently 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

(continued)

**APPRAISAL:**

Historical Legal

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

**PRIMARY DESIGNATION:**

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)

**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.

**PRIMARY DESIGNATION:**

Public