

Retention and Classification Report

Agency: Garland (Utah) (415)

PO Box 129
72 North Main
Garland, UT 84312
435 257-3118

Records Officer: _____

10190	*City cemetery interment registers
10188	Council minutes
29022	Ordinances

AGENCY: Garland (Utah)

SERIES: 10190

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TITLE: City cemetery interment registers

DATES: 1893-1961.

ARRANGEMENT: Numerical by plot number.

DESCRIPTION:

This series documents burials in the Garland City Cemetery in a ledger format. Ledger columns include the name of the deceased, age, date of birth, place of birth, date of death, nearest relative, and a column labelled other.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

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:

These records have administrative, and/or historical value(s).
These records document deaths and burials in Garland, Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Garland (Utah)

SERIES: 10188

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TITLE: Council minutes

DATES: 1908-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Minutes document the decisions of a government entity and are of key administrative and historical importance.

AGENCY: Garland (Utah)

SERIES: 10188

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Garland (Utah)

SERIES: 29022

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TITLE: Ordinances

DATES: 1915

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.