

Retention and Classification Report

Agency: Glenwood (Utah) (424)

175 East 300 North
P.O. Box 300478
Glenwood, UT 84730-0478
435-896-0260

Records Officer: _____

09567	*Cemetery burial listing
09566	Council minutes

AGENCY: Glenwood (Utah)

SERIES: 9567

3

TITLE: Cemetery burial listing

DATES: 1960.

ARRANGEMENT: Geographical by row, thereunder numerical by plot number.

DESCRIPTION:

These records consist of a listing of all burials in the Glenwood cemetery taken from grave markers in approximately 1960. The individual entries include a grave location, the name of the individual buried, and their birth and death years, where available. Occasional entries will include parents' names. The listing is preceded by a legal description of the land covered by the cemetery.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

These records are valuable for the documentation they provide in regards to burials in the Glenwood cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Glenwood (Utah)

SERIES: 9566

3

TITLE: Council minutes

DATES: 1954-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Glenwood (Utah)

SERIES: 9566

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public