

## Retention and Classification Report

**Agency:** Levan (Utah) (587)

Levan Town Hall  
20 North Main, P.O. Box 40  
Levan, UT 84639  
435 623-1959

**Records Officer:** \_\_\_\_\_

28326	Cemetery burial-transit permits
09669	Council minutes
29294	General plans

**AGENCY:** Levan (Utah)

**SERIES:** 28326

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1953-

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as primary documentation for information on burials in the cemetery.

**AGENCY:** Levan (Utah)

**SERIES:** 28326

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt.

This series contains a few death certificates, which are restricted for 50 years under Utah Code 26-2-22.

**AGENCY:** Levan (Utah)

**SERIES:** 9669

3

**TITLE:** Council minutes

**DATES:** 1906-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Permanent. Retain until administrative need ends

**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:**

Error - Format Type is invalid.

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1906 through 1992.

**AGENCY:** Levan (Utah)

**SERIES:** 9669

**TITLE:** Council minutes

(continued)

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 the business handled and the actions taken by the town board and city council.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 29294

1

**TITLE:** General plans

**DATES:** 2013-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** Levan (Utah)

**SERIES:** 29294

**TITLE:** General plans

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).