

## Retention and Classification Report

**Agency:** Marysvale (Utah) (622)

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Marysvale, UT 84750  
14356910037

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

23948	Annual audits
23950	*Cemetery plot maps
23956	*Cemetery records
23949	Council minutes

**AGENCY:** Marysvale (Utah)

**SERIES:** 23948

3

**TITLE:** Annual audits

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**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 Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Marysvale (Utah)

**SERIES:** 23948

**TITLE:** Annual audits

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Marysvale (Utah)

**SERIES:** 23950

4

**TITLE:** Cemetery plot maps

**DATES:** 1996.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Marysvale cemetery maps include a general map and four sectional maps. The general map illustrates the entire cemetery. It indicates plot numbers and shows location in relation to roadways and other plots. Sectional maps include the names of persons buried in each plot.

**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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

Cemetery plot maps define the boundaries of cemetery plots and identify individuals buried therein.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Marysvale (Utah)

**SERIES:** 23956

4

**TITLE:** Cemetery records

**DATES:** 1887-1978.

**ARRANGEMENT:** Alphabetical for early cemeteries; thereafter registry is chronological by date of death.

**DESCRIPTION:**

Marysvale cemetery records begin with lists of information copied from headstones in the old section of the Marysvale Cemetery and from the Howes and Thompsonville Cemeteries. A map of the Dennis Cemetery identifies the names of persons buried therein. These lists and map are followed by a death registry which provides: name of deceased, date of death, place of death, birth date and place or age at time of death, parents' names and place of birth, informant, burial date and place, and possibly other information such as occupation or name of spouse. For those persons buried in the Marysvale Cemetery, the registry also indicates a burial plot number. This registry includes many individuals who were buried in other cemeteries. The registry is followed by several plat maps of the Marysvale 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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

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

Marysvale cemetery records provide vital information about persons buried in the Marysvale Cemetery, and well as some buried in other area cemeteries.

**AGENCY:** Marysvale (Utah)

**SERIES:** 23956

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Marysville (Utah)

**SERIES:** 23949

4

**TITLE:** Council minutes

**DATES:** 1943-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The town board consists of a president (mayor) and four board members who are responsible to exercise the community's legislative and executive powers (see Utah Code, Unannotated, 1991, 10-3-101). The board is responsible for all aspects of city management, such as appointing city officials and setting their salaries, establishing a budget, maintaining public services and utilities, and regulating activity within the city. Minutes of the Marysville town board summarize the discussions of the town board at monthly and special board meetings. Each set of minutes includes the date and time of the meeting, names those present, and indicates the outcome of votes taken on all issues. The Marysville town board minutes also itemize all bills approved by the board for payment. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Marysvale (Utah)

**SERIES:** 23949

**TITLE:** Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
Town board minutes provide valuable information about the history  
and community government of Marysvale.

**PRIMARY DESIGNATION:**

Public