

Retention and Classification Report

Agency: Salt Lake City (Utah). Cemetery (1010)

200 "N" Street
Salt Lake City, UT 84103

Records Officer: _____

08779	Burials index
06730	Cemetery map book
06725	Cemetery plot deeds
06724	Deed Register
06723	Lot record books
06721	Manual burial plot index books
06726	Perpetual care certificates

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779

3

TITLE: Burials index

DATES: 1848-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by burial date.

DESCRIPTION:

This series indexes the interment records kept by the City Cemetery and also provides access to the plot deeds and deed registers via the name of the deceased. Index entries include columns for the interment number, the deed number, the name of the deceased, the interment record page, deed register page, and location of burial by plat, block, lot, tier, and grave. Not all fields are filled in for all entries.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

Computer magnetic storage media: Retain in Agency Record Center permanently.

Microfilm master: For records beginning in 1848 through 1976. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1848 through 1976. Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779

TITLE: Burials index

(continued)

APPRAISAL:

These records have historical value(s).

This series provides access to both the interment records and the plot deeds series.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6730

3

TITLE: Cemetery map book

DATES: 1943-

ARRANGEMENT: by plat, lot, and block

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These large books contain maps of the city cemetery. They are used daily to local specific grave sites. The information contained in this book includes index, plat, block, and lot pages.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6725

3

TITLE: Cemetery plot deeds

DATES: 1863-

ARRANGEMENT: Numerical by deed number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These deeds are the city's copy of actual deeds issued to owners of cemetery plots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. These deeds include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid, and receipt number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6724

3

TITLE: Deed Register

DATES: i 1863-1976

ARRANGEMENT: Numerical by deed number and chronological by deed date.

DESCRIPTION:

These large books contain the names of all persons owning property in the City cemetery. The information contained in these books includes deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

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

Microfilm master: For records beginning in 1863 through 1976. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1863 through 1976. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of cemetery operations and of ownership of burial plots and burial rights over time.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6723

3

TITLE: Lot record books

DATES: s 1848-

ARRANGEMENT: Alphanumerical by plat, block, and lot designation.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These large books contain the exact locations of all persons buried in the City Cemetery. It is used for reference purposes. The information contained in these books include plot, block, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

The records in this series have permanent historical value as documentation of the location of burials in the cemetery.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6721

3

TITLE: Manual burial plot index books

DATES: 1848-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This index consists of large books containing the names of property owners or deceased persons interred in the City Cemetery. It is used for reference purposes. Information from this index includes name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, and grave number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6726

3

TITLE: Perpetual care certificates

DATES: 1863-

ARRANGEMENT: Numerical by certificate number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These certificates are the city's copy of certificates issued to grave owner. They are used as a cross reference to plot deeds to record if person has perpetual care. These certificates include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.