

Retention and Classification Report

Agency: Smithfield (Utah) (1103)

Smithfield City Hall
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Smithfield, UT 84335
435-563-6226

Records Officer: _____

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AGENCY: Smithfield (Utah)

SERIES: 22320

3

TITLE: Board of adjustment minutes

DATES: 1970-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

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 and then microfilm.

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.

AGENCY: Smithfield (Utah)

SERIES: 22320

TITLE: Board of adjustment minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 29408

3

TITLE: Budget

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year.
It documents the actual spending of a governmental entity and may
be certified by a budget officer and filed with the state
auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited
financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 28110

3

TITLE: Cemetery burial-transit permits

DATES: 1970-1993.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains permits allowing the transport and burial or disposal of a dead body. 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. Most 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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

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

This series has historic value as documentation of the operation of the Smithfield Cemetery and of the individuals buried in the cemetery.

AGENCY: Smithfield (Utah)

SERIES: 28110

TITLE: Cemetery burial-transit permits

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28105

3

TITLE: Cemetery deed and payment ledgers

DATES: 1924-

ARRANGEMENT: Alphabetical by owner name.

DESCRIPTION:

This series is used to track ownership of cemetery lots and payments for care of those lots. The information is recorded on pre-printed forms bound in post binders. The forms include the name and address of the lot owner, the date of contract and amount paid, description of the lot purchased, and a record of yearly or perpetual care payments made.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

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

This series has administrative, legal, and historical value as documentation of ownership of cemetery plots.

AGENCY: Smithfield (Utah)

SERIES: 28105

TITLE: Cemetery deed and payment ledgers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28101

1

TITLE: Cemetery interment register

DATES: 1864-1959.

ARRANGEMENT: Roughly chronological by burial date.

DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently with authority to weed.

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

Microfilm duplicate: 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 burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28103

3

TITLE: Cemetery lot cards

DATES: 1860-

ARRANGEMENT: Alphabetical by plat, thereunder numerical by lot.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

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

This series has historic and administrative value as documentation of the location of burials in the cemetery, as well as legal value as documentation of property ownership.

AGENCY: Smithfield (Utah)
SERIES: 28103
TITLE: Cemetery lot cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28163

3

TITLE: Cemetery maps

DATES: ca. 1920-ca. 2000.

ARRANGEMENT: Chronological by age, thereunder numerical by sheet number

DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

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.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This series has historical and administrative value as documentation of the layout of the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28104

1

TITLE: Cemetery name and record sheets

DATES: 1929-1962.

ARRANGEMENT: Chronological by burial date.

DESCRIPTION:

These records document the interment of individuals and include information about the deceased, the burial, and the plot.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have permanent historical value both because they document the burial of individuals and because they are formatted uniquely.

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 22698

3

TITLE: City Council minutes

DATES: 1868-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (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 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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Smithfield (Utah)

SERIES: 22698

TITLE: City Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Smithfield (Utah)

SERIES: 22699

1

TITLE: City ordinances and resolutions

DATES: 1996-

ARRANGEMENT: Numerical

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28102

1

TITLE: Death and burial record cards

DATES: 1860-2010.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This series contains information about each burial in the cemetery, recorded on pre-printed 5" x 8" cards. The cards provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of burial, location and name of the owner of the burial lot, lot purchase information, burial costs, and funeral director's name. Information for many burials was transcribed from earlier record books and the source of that information is often noted on the card. Some of those earlier sources have apparently been lost or destroyed, so this series is the most complete record of burials up to 2010, when the cemetery ceased creating these cards and transferred the information to computer data files. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as the most complete record of burials in the cemetery.

AGENCY: Smithfield (Utah)

SERIES: 28102

TITLE: Death and burial record cards

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28109

1

TITLE: Death and burial record sheets

DATES: 1982-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains information about burials in the cemetery, hand-written on pre-printed forms and filed in binders. The forms provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date and place of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of funeral, funeral director's name, location and name of the owner of the burial lot, burial costs, and vault type. It appears that these records are used in collecting information that is then copied in more final form in other cemetery records. In many cases, a copy of an obituary is attached to the form and occasionally other documentation, such as mortuary forms or transit permits are included.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

This series has permanent historic value as documentation of the operation of the Smithfield Cemetery and the individuals buried there.

AGENCY: Smithfield (Utah)

SERIES: 28109

TITLE: Death and burial record sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28107

3

TITLE: East Bench Water Works Company ledger

DATES: 1902-1967.

ARRANGEMENT: Roughly chronological.

DESCRIPTION:

This series contains a single ledger book of the East Bench Water Works Company. This ledger was used by the company to track financial matters, including accounts of various stockholders, lists of stockholders and the value of their interest in the company, assessments made, and company receipts and expenditures. The company incorporated in 1902 and the book contains financial records through 1968. A newspaper clipping, dated 3 December 1967, tucked in the ledger gives notice that stockholders must present their stock certificates to receive a share in the proceeds of the sale of the company. The East Bench Water Works Company operated in Smithfield, but the records reveal no direct connection between the company and the City of Smithfield. Nevertheless, the records came into the City's possession and have been maintained by them.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of water management in Smithfield.

RETENTION JUSTIFICATION:

AGENCY: Smithfield (Utah)

SERIES: 28107

TITLE: East Bench Water Works Company ledger

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 29335

1

TITLE: General plan

DATES: 2017-

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: Smithfield (Utah)

SERIES: 29335

TITLE: General plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 22319

3

TITLE: Planning and zoning commission minutes

DATES: 1970-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

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 and then microfilm.

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

AGENCY: Smithfield (Utah)

SERIES: 22319

TITLE: Planning and zoning commission minutes

(continued)

authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 27786

3

TITLE: Police Department case files

DATES: 2001-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records include information beyond the initial contact report. They are used by officers to document their investigations into incidents reported to the department. Information includes officer notes, description of actions taken by officers, complainant and offender information, photographs, audio/video recordings, and any paper evidence. Both felony and misdemeanor investigations are included.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years and then destroy.

Photographs: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Smithfield (Utah)

SERIES: 27786

TITLE: Police Department case files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(c)

AGENCY: Smithfield (Utah)

SERIES: 25354

3

TITLE: Publications

DATES: 1977-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Smithfield or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "A Water System Master Plan for the Communities of Smithfield, Hyde Park, and North Logan, Utah" (The Tri-City Plan Volume II) (June 1977).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Smithfield (Utah)

SERIES: 25354

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 28106

3

TITLE: Record of city and cemetery lot deeds

DATES: 1872 - ca. 1943.

ARRANGEMENT: Alphabetical by plat, thereunder numerical by block and lot.

DESCRIPTION:

This series contains a single book used to record mayor's deeds granted by the mayor to city and cemetery lots, as well as other property. The earliest deeds for city lots date from 1872, when Mayor Samuel Roskelley obtained a deed from the federal government to the land within Smithfield City and in turn began transferring lots to the individuals who occupied the property. This was part of a procedure set up under an act of Congress to allow people in the Utah Territory to gain legal title to their property. The earliest recorded deeds to cemetery lots date from 1884. The book also records a variety of deeds to property "outside of the city proper" and deeds to Smithfield City for roads.

The end of the book contains a list of individuals buried in the Smithfield Cemetery, including burial location, date and place of birth, death date, and note of relationship. The latest burial listed dates from about 1903.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently with authority to weed.

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

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

AGENCY: Smithfield (Utah)

SERIES: 28106

TITLE: Record of city and cemetery lot deeds

(continued)

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of property transactions involving Smithfield City, ownership of cemetery lots, and burials in the city cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Smithfield (Utah)

SERIES: 3682

3

TITLE: Tax assessment record book

DATES: 1889-1892.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.