Retention and Classification Report

Agency: Tremonton (Utah) (1182)

Tremonton Civic Center
102 South Tremont St., P.O. Box 100
Tremonton, UT 84337
435-257-2625

Records Officer: _____

29805	Cemetery maps
28219	Cemetery records
22342	City Council minutes
22341	City charter
29056	Ordinances

AGENCY: Tremonton (Utah)

SERIES: 29805 3
TITLE: Cemetery maps
DATES: 1916, 1944, 2012
ARRANGEMENT: None.
DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, geospatial data sets , aerial photographs, globes, models, and raised relief maps. These are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

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

M-Disc: 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 layout of the cemetery and the ownership of plots within the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28219 1
TITLE: Cemetery records
DATES: 1993-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a variety of records documenting lot ownership and burials in the cemetery. It includes Information Sheets for purchase of lots and for burial of individuals, as well as printed database reports of ownership and burials in cemetery plots. The series contains copies of Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health, along with correspondence relating to ownership and burials. Information about plots includes names, addresses, and phone numbers of owners, along with location, date, and price of purchase. Information on burials includes name of the deceased with birth date and place, names of parents, death date and place, cause of death, age, burial date, and next of kin. Correspondence can be found throughout the series and relates primarily to the transfer of plot ownership or permission for burials in given plots. The database reports simply list the plot location, the owner's name, and the name of the individual buried in the plot if the plot is not vacant.

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.

M-Disc: Retain in State Archives permanently with authority to weed.

AGENCY: Tremonton (Utah)

SERIES: 28219
TITLE: Cemetery records

(continued)

APPRAISAL:

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

This series has permanent administrative, legal, and historical value as documentation of plot ownership and identification of burials in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 22342 3
TITLE: City Council minutes
DATES: 1922-
ARRANGEMENT: Chronological by year
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 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: Tremonton (Utah)

SERIES: 22342
TITLE: City Council minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Tremonton (Utah)

SERIES: 22341 1
TITLE: City charter
DATES: 1903-1963
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5). State of Utah certification of Notice of incorporation. Also contains Abstract of Title to the townsite and certain incorporation papers from 1903 through 1961. Approximately 62 pages.

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 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.

APPRAISAL:

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

AGENCY: Tremonton (Utah)

SERIES: 22341
TITLE: City charter

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 29056 1
TITLE: Ordinances
DATES: 1918-
ARRANGEMENT:
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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.

FORMAT MANAGEMENT:

Computer data files: 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 decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.