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: _____

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AGENCY: Tremonton (Utah)

SERIES: 28220 1
TITLE: Cemetery burial information sheets
DATES: 1985-1993.
ARRANGEMENT: 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 permanently.

Microfilm master: Retain in State Archives permanently 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 the primary record of burials in the cemetery during the time period it covers.

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28174 3
TITLE: Cemetery burial permits and information sheets
DATES: 1971-1993.
ARRANGEMENT: Generally chronological by burial date.
DESCRIPTION:

This series contains records of individuals buried in the cemetery. They include primarily permits for the transit, burial, and disinterment of remains. The records also include information forms from mortuaries and copies of some Cemetery Monthly Reports of Deaths submitted to the Utah State Division of Health. The records were used by the cemetery as part of the legal requirements to document the disposition of human remains. The records contain such information as the name of the deceased, date and place of birth, date and place of death, place of residence, age at death, mortuary handling the remains, and the burial date. The mortuary information forms may also include the names of spouses and parents

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.

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical as documentation of the burial of individuals in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28226 3
TITLE: Cemetery certificates of burial right
DATES: 1987-1999.
ARRANGEMENT: Roughly chronological by certificate date and numerical by certificate number
DESCRIPTION:

This series contains the cemetery copy of certificates of burial rights. The certificates document the purchase of burials rights for specific plots in the cemetery. They include such information as the name of the purchaser, the date of purchase, the plot location, the purchase price, and the signatures of the city recorder and the mayor. The records also include some references to transfer of burial rights to new owners.

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.

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

APPRAISAL:

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

This series has permanent administrative, legal, and historical value as documentation of burial rights.

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28173 3
TITLE: Cemetery lot account ledgers
DATES: 1931-ca. 1998.
ARRANGEMENT: Alphabetical by first letter of last name of lot owner.
DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

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 administrative, legal, and historical value as documentation of lot ownership, payment of perpetual care, and the location of burials in the cemetery.

PRIMARY DESIGNATION:

Public

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: 28227 3
TITLE: Cemetery plot ownership transfer records
DATES: 1954-1993.
ARRANGEMENT: None
DESCRIPTION:

This series contains correspondence and other documentation of the transfer of lease or burial rights to cemetery plots.

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.

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

APPRAISAL:

These records have legal value(s).

This series has permanent legal value as documentation of ownership or burial rights in 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: 27026 3
TITLE: City council meeting background records
DATES: 1995-2017.
ARRANGEMENT: alphanumerical by date and subject.
DESCRIPTION:

This series includes documents used as background information for business discussed at city council meetings. The records include copies of such things as financial data, easement agreements, annexation documents, correspondence, and land use documents. The records are used in the course of council business but are not filed with the minutes as part of the permanent record.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

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.

AGENCY: Tremonton (Utah)

SERIES: 22417 3
TITLE: Planning commission minutes
DATES: 1987-1989.
ARRANGEMENT: Chronological
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 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.

APPRAISAL:

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

AGENCY: Tremonton (Utah)

SERIES: 22417
TITLE: Planning commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tremonton (Utah)

SERIES: 28177 3
TITLE: Riverview Cemetery master plan
DATES: 1989-1992.
ARRANGEMENT: None.
DESCRIPTION:

This series contains a four-page document prepared by the Women's Civic League, outlining recommendations for improvements to the Riverview Cemetery in Tremonton. The document addresses such issues as fencing, lighting, signage, an office/storage/restroom building, parking, and tree plantings. It includes a map showing proposed improvements.

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 permanent historical value as documentation of the planning process undertaken by the cemetery.

PRIMARY DESIGNATION:

Public