

Retention and Classification Report

Agency: Trenton (Utah) (1183)

Trenton Town Hall
17 East Main, P.O. Box 77
Trenton, UT 84338
435-563-9509

Records Officer: _____

85106	*Audit reports
14087	Building plans
28124	Cemetery lot records

AGENCY: Trenton (Utah)

SERIES: 85106

4

TITLE: Audit reports

DATES: i 1958-1975.

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited annually as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Trenton (Utah)

SERIES: 14087

3

TITLE: Building plans

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Trenton (Utah)

SERIES: 14087

TITLE: Building plans

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. UCA 63G-2-103(18)(b)(iii) (2008)

AGENCY: Trenton (Utah)

SERIES: 28124

3

TITLE: Cemetery lot records

DATES: 1899-

ARRANGEMENT: Numerical by block, there under by lot number.

DESCRIPTION:

Records created to keep track of ownership and who is buried in each plot. Information includes a map of the cemetery laying out who bought the property, a detailed list of who is buried in each plot, and spread sheet listing who the owners are and who is buried in each plot. The detailed list is first broken down into one of four blocks within the cemetery . Under each block is a list of plots laid out in numerical order. The person who bought the plot is listed under each number along with the information of who is buried there. Each plot has eight burial spaces. The detailed list includes the date of birth, date of death, familial relation (i.e. mother and father), some contain obituary notices or pictures, deeding over property to someone, notes if payment is still owed, and letters to the cemetery pertaining to the plots. The spread sheet is organized by block, plot number and then lists the name of the person buried there, when they were born and when they died. Also included in this file are some obituaries of those buried in the cemetery and the programs from the funeral.

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.

AGENCY: Trenton (Utah)

SERIES: 28124

TITLE: Cemetery lot records

(continued)

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 historical value as documentation of the individuals buried in the Trenton Cemetery.

PRIMARY DESIGNATION:

Public