

Retention and Classification Report

Agency: Ogden (Utah). Cemetery Superintendent (1625)

, UT

Records Officer: _____

13559	Burial records
05665	Cemetery lot index
84761	*Cemetery records
29138	*Perpetual care receipt stubs
05743	*Removal permit register
24285	*Sexton's monthly reports and burial permits

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 13559

3

TITLE: Burial records

DATES: 1920-

ARRANGEMENT: Chronological.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 5665

3

TITLE: Cemetery lot index

DATES: undated

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 84761

4

TITLE: Cemetery records

DATES: i 1851-1973.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat, and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

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

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

APPRAISAL:

These records have administrative, and/or historical value(s). Cemetery records provide vital information about individuals and about their burial location.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 29138

3

TITLE: Perpetual care receipt stubs

DATES: 1950-1963.

ARRANGEMENT: Chronological by payment date.

DESCRIPTION:

This series contains the cemetery copy of receipts for perpetual care payments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives 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 representational documentation of the institution of perpetual care in cemeteries throughout the state.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 5743

3

TITLE: Removal permit register

DATES: 1912-1918.

ARRANGEMENT: Numerical, with permit number issued chronologically.

DESCRIPTION:

Permits to remove bodies from Ogden to another city for burial or reburial. Gives date; undertaker name; deceased name, sex, race, age, place of birth and death, cause of death; place and date of removal. Permits required by health department and sexton. Volume covers 12 March 1912-28 May 1918.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of these records in documenting burials in Ogden.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Cemetery Superintendent

SERIES: 24285

3

TITLE: Sexton's monthly reports and burial permits

DATES: 1916-1974.

ARRANGEMENT: Chronological.

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 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 historical value(s).
These records have historical and administrative value as documentation of burial of individuals.

PRIMARY DESIGNATION:

Public