

# Retention and Classification Report

**Agency:** Grand County Cemetery Maintenance District (Utah) (2046)

P.O. Box 64  
Moab, UT 84532  
435-259-6855

**Records Officer:** \_\_\_\_\_

22194	Cemetery plot deeds
06967	*Cemetery records
28566	*Elgin Cemetery administrative records

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 22194

3

**TITLE:** Cemetery plot deeds

**DATES:** 1933-

**ARRANGEMENT:** Chronological by year groups, thereunder alphabetical by first letter of last name of purchaser.

**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**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.

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

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 22194

**TITLE:** Cemetery plot deeds

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 6967

3

**TITLE:** Cemetery records

**DATES:** i 1970-1986.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This series includes a registry of burials in various cemeteries in the district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until retention expires and then microfilm and 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Grand County Cemetery Maintenance District (Utah)

**SERIES:** 28566

3

**TITLE:** Elgin Cemetery administrative records

**DATES:** [ca. 1930-2005].

**ARRANGEMENT:** None.

**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:**

Error - Format Type is invalid.

Paper: Retain in Other Repository permanently.

Microfilm master: 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 operation of the cemetery, as well as the location and identity of burials.

**PRIMARY DESIGNATION:**

Public