

Retention and Classification Report

Agency: Laketown Cemetery Maintenance District (Utah) (2084)

P.O. Box 33
Laketown, UT 84038
435-946-8638

Records Officer: _____

28129	Laketown Cemetery directory
28165	Maps

AGENCY: Laketown Cemetery Maintenance District (Utah)

SERIES: 28129

1

TITLE: Laketown Cemetery directory

DATES: 1868-

ARRANGEMENT: Alphabetical by surname and chronological by death 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:

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.

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

APPRAISAL:

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

This series has historical and administrative value as documentation of individual buried in the cemetery.

AGENCY: Laketown Cemetery Maintenance District (Utah)

SERIES: 28129

TITLE: Laketown Cemetery directory

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Laketown Cemetery Maintenance District (Utah)

SERIES: 28165

3

TITLE: Maps

DATES: None

ARRANGEMENT: None.

DESCRIPTION:

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

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.

Digital image: 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 the physical layout of the cemetery and the location of lots in the cemetery.

AGENCY: Laketown Cemetery Maintenance District (Utah)

SERIES: 28165

TITLE: Maps

(continued)

PRIMARY DESIGNATION:

Public