

Retention and Classification Report

Agency: Liberty Cemetery Maintenance District (Utah) (2087)

4694 North 2900 East
Liberty, UT 84310

Records Officer: _____

28354	*Cemetery map
28262	*Financial ledger
28257	*Interment register

AGENCY: Liberty Cemetery Maintenance District (Utah)

SERIES: 28354

1

TITLE: Cemetery map

DATES: No date.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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.

AGENCY: Liberty Cemetery Maintenance District (Utah)

SERIES: 28262

3

TITLE: Financial ledger

DATES: 1979-2002.

ARRANGEMENT: Roughly chronological.

DESCRIPTION:

This series contains a ledger book recording the income and expenditures for the cemetery. The record tracks payments made for services, supplies, as well as income from tax revenue and payment for plots and burials. The record also contains information about interest received from savings accounts and investment funds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the management of cemetery finances.

RETENTION JUSTIFICATION:

PRIMARY DESIGNATION:

Public

AGENCY: Liberty Cemetery Maintenance District (Utah)

SERIES: 28257

1

TITLE: Interment register

DATES: 1890-1979.

ARRANGEMENT: Generally chronological.

DESCRIPTION:

This series contains a single leather-bound ledger used to record burials in the cemetery. The ledger records such information as the name of the deceased, age at death in years, months, and days, date and place of birth, date and place of death, grave location, cause of death, doctor or undertaker, and parents' names. A portion of the book was used between 1949 and 1962 to record cemetery income and expenditures. A number of documents have been filed in the back of the book, including an early single-page register of burials between 1888 and 1898, along with other records related to lot ownership and care payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in Office 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 deaths and burials in the Liberty Cemetery.

PRIMARY DESIGNATION:

Public