

Retention and Classification Report

Agency: Monticello Cemetery Maintenance District (Utah) (2104)

P.O. Box 688
Monticello, UT 84535
435-459-1617

Records Officer: _____

28547 *Burial card file
28548 Map book

AGENCY: Monticello Cemetery Maintenance District (Utah)

SERIES: 28547

3

TITLE: Burial card file

DATES: ca. 1893 - 1996.

ARRANGEMENT: Alphabetical by name of the deceased.

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 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 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 documentation of the identity and location of burials in the Monticello Cemetery and other local cemeteries.

PRIMARY DESIGNATION:

Public

AGENCY: Monticello Cemetery Maintenance District (Utah)

SERIES: 28548

3

TITLE: Map book

DATES: ca. 1970-

ARRANGEMENT: Alphabetical by plat, thereunder roughly numerical by lot number.

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:

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AUTHORIZED: 11-14-2018

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APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the location and identity of burials in the cemetery.

AGENCY: Monticello Cemetery Maintenance District (Utah)

SERIES: 28548

TITLE: Map book

(continued)

PRIMARY DESIGNATION:

Public