

# Retention and Classification Report

**Agency:** Plymouth Cemetery Maintenance District (Utah) (2128)

P.O. Box 202  
Plymouth, UT 84330

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

28147	Lot records
28166	*Map

**AGENCY:** Plymouth Cemetery Maintenance District (Utah)

**SERIES:** 28147

3

**TITLE:** Lot records

**DATES:** ca. 1874-

**ARRANGEMENT:** Alphanumerical by section, row, plot, and space and alphabetical by name of deceased.

**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:**

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.

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

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

Computer data files: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

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

**AGENCY:** Plymouth Cemetery Maintenance District (Utah)

**SERIES:** 28147

**TITLE:** Lot records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Plymouth Cemetery Maintenance District (Utah)

**SERIES:** 28166

3

**TITLE:** Map

**DATES:** Undated.

**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 authorized by Archives general schedule Burial records, GRS-286.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Digital image: 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 cemetery layout and the location of burials.

**PRIMARY DESIGNATION:**

Public