

Retention and Classification Report

Agency: Warren-West Warren Cemetery Maintenance District (Utah) (2225)

5544 West 1400 North
Ogden, UT 84404
801-731-3353

Records Officer: _____

28232 Lot and burial records
28233 *Maps

AGENCY: Warren-West Warren Cemetery Maintenance District (Utah)

SERIES: 28232

3

TITLE: Lot and burial records

DATES: ca. 1892-

ARRANGEMENT: Alphabetical by name of deceased or plot owner.

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:

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 administrative, and/or historical value(s). This series has permanent historical and administrative value as documentation of burials and plot ownership.

AGENCY: Warren-West Warren Cemetery Maintenance District (Utah)

SERIES: 28232

TITLE: Lot and burial records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Warren-West Warren Cemetery Maintenance District (Utah)

SERIES: 28233

3

TITLE: Maps

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:

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.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This series has permanent historical and administrative value as documentation of the layout of the cemetery.

PRIMARY DESIGNATION:

Public