Retention and Classification Report

Agency: Brigham City (Utah). City Sexton (2927)

PO Box 1005
20 N. Main St.
Brigham City, UT 84302
435 734 2001

Records Officer: _____

22073	Death and burial register
22072	*Interment records
23415	*Sexton's record

AGENCY: Brigham City (Utah). City Sexton

SERIES: 22073 3
TITLE: Death and burial register
DATES: 1872-
ARRANGEMENT: Chronological by death date.
DESCRIPTION:

This ledger volume recording deaths in Brigham City includes columns for the name of the deceased, parents' names, age, place of death, where buried, date of death and burial, and cause of death.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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 historical value(s).

This record provides valuable documentation concerning burials and deaths within the city.

AGENCY: Brigham City (Utah). City Sexton

SERIES: 22073
TITLE: Death and burial register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). City Sexton

SERIES: 22072 4
TITLE: Interment records
DATES: 1850-1978.
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

This series documents burials in the City Cemetery in a ledger format. Information recorded includes the name of the deceased, names of parents, name of spouse, marital status, date of death, place of death, cause of death, attending physician, location of grave, name of the sexton, and a column for remarks. Not all columns are completed for all persons. At the beginning of the the first reel is a brief history of the cemetery and of the cemetery superintendent/sexton's office written in 1978.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

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

APPRAISAL:

These records have historical value(s).

This disposition is based on value of this series in documenting deaths and burials in the Brigham City area.

PRIMARY DESIGNATION:

Public

AGENCY: Brigham City (Utah). City Sexton

SERIES: 23415 4
TITLE: Sexton's record
DATES: 1860-1909.
ARRANGEMENT: None.
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

The Brigham City sexton's record is a ledger of information about individuals buried in the Brigham City cemetery. As required by Brigham City ordinance, this information includes the name of the deceased, date and place of birth, parents' names, death date, cause of death, and burial plot identification (Brigham City Ordinances, Utah State Archives, series 3662, Book 1, p. 15).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

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

The sexton's record documents some burials in the Brigham City cemetery.

PRIMARY DESIGNATION:

Public