

## Retention and Classification Report

**Agency:** Provo (Utah). Parks & Recreation Department (3040)

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

29781	Administrative records
25251	Annual reports
84631	*Cemetery administrative records
26410	Cemetery burial records
24278	*City cemetery burial permits
24276	City cemetery perpetual care certificates
24277	City cemetery perpetual care receipts

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 29781

3

**TITLE:** Administrative records

**DATES:** 1930-2018

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These records are associated with the Provo City Parks & Recreation Department. They document land purchases, construction, and improvements to Provo City recreational facilities, including the recreation center, parks, golf courses, and the Covey Center for the Arts and may include records of the Land and Water Conservation Fund.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Recreational facility files, GRS-646.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 29781

**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**

Public 63G-2-301

**SECONDARY DESIGNATION(S):**

Protected. 63G-2-305(3)(6)(8)(9) - this series contains financial information that falls under protected status according to the Government Records Access and Management Act

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 25251

3

**TITLE:** Annual reports

**DATES:** 1936-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 84631

1

**TITLE:** Cemetery administrative records

**DATES:** i 1895-1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

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

Paper: Retain in Office permanently.

**APPRAISAL:**

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

The interment register contains vital information about individuals buried in the Provo cemetery.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 26410

1

**TITLE:** Cemetery burial records

**DATES:** 1876-1995

**ARRANGEMENT:** Generally chronological by burial date.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

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

These records have historical value as documentation of deaths and burials.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24278

3

**TITLE:** City cemetery burial permits

**DATES:** 1916-1929.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are the copies of burial permits issued by the Health Dept to individual cemeteries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24276

3

**TITLE:** City cemetery perpetual care certificates

**DATES:** 1915-

**ARRANGEMENT:** Numerical by certificate number

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Provo (Utah). Parks & Recreation Department

**SERIES:** 24277

3

**TITLE:** City cemetery perpetual care receipts

**DATES:** 1916-

**ARRANGEMENT:** Alphabetical by first letter of purchaser's last name, thereunder chronological  
**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**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.

**PRIMARY DESIGNATION:**

Public