Retention and Classification Report

Agency: Clearfield (Utah). Parks and Recreation Department (3069)

55 South State Street
Clearfield, UT 84015
(801)525-2700

Records Officer: _____

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AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24908 1
TITLE: Buildings & ground maintenance log
DATES: 1984-
ARRANGEMENT: Chronological
DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of repairs and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 23266 3
TITLE: Cemetery deed register
DATES: 1945-
ARRANGEMENT: Numerical by deed number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

RETENTION:

Retain permanently

DISPOSITION:

May 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 23317 3
TITLE: Cemetery map
DATES: 1971-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.20 cubic feet.
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:

Retain permanently

DISPOSITION:

May 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.

Computer data files: Retain in Office permanently and then migrate data as appropriate.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24557 1
TITLE: Cemetery receipts
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 84793 4
TITLE: Cemetery records
DATES: 1942-1992.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series consists of records documenting burial and ownership of graves in the Clearfield cemetery. The first item is a two-page partial list of plot owners, certificate and lot numbers, and dates of transfer. The second item is an interment register. Ledger columns in the interment register include the interment number, name of the deceased, permit number, death certificate number, date of interment, date of death, sex, age, place of death, cause of death, location of grave, name of the undertaker, date of birth, place of birth, owner of lot, deed number, removal information, and a column for remarks which may include parents' names. Not all columns are completed for all individuals. The interment register also includes a name index arranged alphabetically by the first letter of the deceased's last name. The third set of documents are cemetery cards documenting burials. Cards are filed alphabetically by the deceased's last name. Cards include the name of the deceased, interment number, address, date of burial, funeral director, property owner, and the grave location. The final set of documents are cemetery cards documenting ownership of lots. These cards, which are filed alphabetically by the last name of the owner of the lot, include the name of the owner, phone number, address, lot description, the date the deed was issued, deed number, and any financial transactions between the individual and the cemetery. The ownership cards are followed by cards related specifically to burials in those graves and include spaces for the name of the deceased, age, sex, interment number, relationship to owner, and special burial instructions. Some also have parents' or spouse's names, place and date of birth, and place and date of death.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1942 through 1967. Retain in State Archives permanently.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 84793
TITLE: Cemetery records

(continued)

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of these records in documenting burials in the Clearfield cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24482 1
TITLE: City scrapbooks
DATES: 1992-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24926 1
TITLE: Director's technical reference files
DATES: 1988-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24544 1
TITLE: General administrative records
DATES: 1990-2015.
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24481 3
TITLE: Housekeeping files
DATES: 1999-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 23249 1
TITLE: Interment reports
DATES: 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are copies of a monthly report submitted by the sexton to the Health Department's local registrar when deceased was buried in the cemetery. They are used to verify a report was made. They include "name of the decedent, place of death, date of burial, and name and address of the funeral director or other person making the interment" (UCA 26-2-18(2) (2006)).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 26-2-18 (2)(2008)

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24480 1
TITLE: Mailing lists
DATES: 1999-2016.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 26664 1
TITLE: Membership application records
DATES: 2005 -
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 15.00 cubic feet.
DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 10225 1
TITLE: Park files
DATES: 1967-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 10348 3
TITLE: Parks and Recreation Commission minutes
DATES: 1978-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

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: Clearfield (Utah). Parks and Recreation Department

SERIES: 10348
TITLE: Parks and Recreation Commission minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 83905 4
TITLE: Parks and recreation pamphlets
DATES: 1986-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24924 1
TITLE: Parks superintendent's technical reference files
DATES: 1988-
ARRANGEMENT: Alphabetical by document name, thereunder chronological
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24925 1
TITLE: Pool manager's technical reference files
DATES: 1988-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24479 3
TITLE: Receipt books
DATES: 1993-
ARRANGEMENT: Chronological by date issued
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are receipts issued for money received into entity accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24928 1
TITLE: Recreation coordinator's technical reference files
DATES: 1988-
ARRANGEMENT: Apphabetical by subject, thereunder chronological
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24927 1
TITLE: Recreation manager's technical reference files
DATES: 1988-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24909 1
TITLE: Recreation program files
DATES: 1997-
ARRANGEMENT: Alphabetical by title, thereunder chronological
DESCRIPTION:

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24537 1
TITLE: Recreational equipment records
DATES: 1997-
ARRANGEMENT: Chronological by year, thereunder Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after equipment is returned and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 23276 1
TITLE: Registration records
DATES: 1991-
ARRANGEMENT: Alphabetical by activity
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 10060 4
TITLE: Release records
DATES: 1990-
ARRANGEMENT: Alphabetical by sport
DESCRIPTION:

Form completed by individuals participating in city recreational activities, used by the Clearfield Recreational Department to verify that participants have released all rights and claims for possible injuries in city recreational activities, Information includes individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

This disposition is based on UCA 63-30-13 (1994) which provides that "a claim is barred unless notice of claim has been filed with the governing body . . . within one year after the claim arises, or before the expiration of any extension of time granted."

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 10060
TITLE: Release records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. medical insurance company

AGENCY: Clearfield (Utah). Parks and Recreation Department

SERIES: 24907 1
TITLE: Reservation records
DATES: 1992-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d)(2008)