

Retention and Classification Report

Agency: Spanish Fork (Utah). Parks and Recreation Department. Cemetery (5112)

420 S 400 E
Spanish Fork, UT 84660

Records Officer: _____

30426	Abandonment and Repossessed Deed books
84799	Deed records
30427	Financial records
10372	Interment registers
30416	Lot descriptions

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 30426

3

TITLE: Abandonment and Repossessed Deed books

DATES: 1950-1969

ARRANGEMENT: None.

DESCRIPTION:

These historical records document burials, interments, and disinterments. Information identifies burial rights, permits, ownership of plots, layout, location of and information about deceased persons and related records.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation cemetery plot ownership and city cemetery management processes.

PRIMARY DESIGNATION:

Public

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 84799

4

TITLE: Deed records

DATES: 1884-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These volumes contain records of deeds issued to owners of cemetery plots in the Spanish Fork Cemetery. The records include the date of the deed, date of purchase, the purchasers' names, the plot number, and the amount paid. The deeds were assigned numbers starting in 1924.

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 after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

This disposition is based on the value of these records in documenting cemetery plot ownership.

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 84799

TITLE: Deed records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 30427

3

TITLE: Financial records

DATES: 1906-

ARRANGEMENT: Chronological by date of transaction.

DESCRIPTION:

This series contains two ledgers documenting the financial business of the city cemetery. One ledger, covers the period from 1906-1929 and records accounts of grave digging, interment, registration, cleaning and general groundskeeping, watering, and the sale of lots. The labor was primarily performed by the sexton, who kept the ledger as a record of his work for payment at the end of each month. Other transactions include the list of graves sold, the amount due, the amount paid, and the name of the purchaser. The other ledger records the various accounts held by the cemetery and the amount due on the accounts. These accounts cover upkeep of the cemetery, including watering, street paving, electricity , and more. The ledger also records the names and lot locations as well as cost of lots for those purchased in the cemetery in 1922. The sale of these lots likely covered the cost of cemetery upkeep at the time.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series are of permanent historical value as documentation of management of cemetery and ownership of burial plots.

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 30427

TITLE: Financial records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 10372

3

TITLE: Interment registers

DATES: 1853-

ARRANGEMENT: Chronological by date of death.

DESCRIPTION:

This series contains a number of volumes of interment registers for the Spanish Fork City Cemetery. Register formats differ between volumes but most include columns for the name of the deceased, date and place of birth, parents' names, marital status, date and place of death, cause of death, and location of grave. A few entries in the oldest volume predate burial in the City Cemetery; those individuals are listed as buried in the Old Palmyra graveyard. One of the volumes contains original pages rebound in new book cover; the pages remain in original order but because the binding format is different, their layout differs from the original ledger.

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 until administrative need ends and then transfer to State Archives.

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

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

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 10372

TITLE: Interment registers

(continued)

APPRAISAL:

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

This disposition is based on the value of these records in documenting burials in Spanish Fork.

PRIMARY DESIGNATION:

Public

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 30416

3

TITLE: Lot descriptions

DATES: 1940-1960

ARRANGEMENT: None.

DESCRIPTION:

This series contains lists of cemetery lots with both legal and general descriptions. The lists are kept in various formats, including indexes organized by surname, spreadsheets organized by cemetery layout, and handwritten notes presumably compiled by the sexton or city recorder. Also included are blank copies of burial register applications and deeds. Some deeds are partially complete and indicate plot number, but others are blank or crossed out. The nature of the records collected this way indicates a probability that the sexton, city staff, or others associated with the cemetery were transitioning the process by which plot owners registered and paid for their burial plots. These records were likely compiled during this time of transition as a way to track down and record who owned which plot, where, and how to contact them regarding said ownership.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series are of permanent historical value as documentation of cemetery lot ownership and management.

AGENCY: Spanish Fork (Utah). Parks and Recreation Department. Cemetery

SERIES: 30416

TITLE: Lot descriptions

(continued)

PRIMARY DESIGNATION:

Public