

## Retention and Classification Report

**Agency:** Holden (Utah) (504)

PO Box 360127  
56 North Main  
Holden, UT 84636  
435-795-2239

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

28688	Board minutes
28344	Cemetery records
28717	Ordinances

**AGENCY:** Holden (Utah)

**SERIES:** 28688

3

**TITLE:** Board minutes

**DATES:** 1922-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of function and actions of the town board.

**AGENCY:** Holden (Utah)

**SERIES:** 28688

**TITLE:** Board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Holden (Utah)

**SERIES:** 28344

3

**TITLE:** Cemetery records

**DATES:** 1859-

**ARRANGEMENT:** Alphabetical by name of the deceased and numerical by block number.

**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:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the location and identities of burials in the cemetery.

**AGENCY:** Holden (Utah)

**SERIES:** 28344

**TITLE:** Cemetery records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Holden (Utah)

**SERIES:** 28717

1

**TITLE:** Ordinances

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date of adoption.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of formal actions taken by the town council, included the passage of laws.

**AGENCY:** Holden (Utah)

**SERIES:** 28717

**TITLE:** Ordinances

(continued)

**PRIMARY DESIGNATION:**

Public