

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:

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 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