

Retention and Classification Report

Agency: Kanosh (Utah) (567)

Kanosh Town Hall
40 N. Main, PO Box 9
Kanosh, UT 84637
435 759-2626

Records Officer: _____

85101	Building plans, nonresidential
28287	Cemetery records
25207	Publications

AGENCY: Kanosh (Utah)

SERIES: 85101

3

TITLE: Building plans, nonresidential

DATES: undated

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

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 Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

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

AGENCY: Kanosh (Utah)

SERIES: 28287

3

TITLE: Cemetery records

DATES: ca. 1867-

ARRANGEMENT: Alphabetical by name and plot.

DESCRIPTION:

This series contains records of burials and plot ownership in the cemetery. It includes a map showing the cemetery layout, a list of burials, maps showing burial locations, and maps showing plot ownership. The burial list includes name of the deceased, burial location, and sometimes birth and death dates. The list is a computer printout with addition information handwritten on the pages. The source of the information in the records is unclear and information on older burials likely came from headstone surveys and other secondary sources. 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.

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

AGENCY: Kanosh (Utah)

SERIES: 28287

TITLE: Cemetery records

(continued)

APPRAISAL:

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

This series has permanent administrative, legal, and historical value as documentation of burials, ownership, and layout in the cemetery.

PRIMARY DESIGNATION:

Public

AGENCY: Kanosh (Utah)

SERIES: 25207

3

TITLE: Publications

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

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

Holdings include: "Engineering Report for Kanosh Area Flood Restoration " (1984) prepared by Sunrise Engineering, Inc.

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 administrative, and/or historical value(s).
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Kanosh (Utah)

SERIES: 25207

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public