Retention and Classification Report

Agency: Manti (Utah) (619)

50 South Main Street, Ste 1
Manti, UT 84642
435-835-2401

Records Officer: _____

18647	Cemetery records
85022	City Council minutes
29033	Ordinances

AGENCY: Manti (Utah)

SERIES: 18647 3
TITLE: Cemetery records
DATES: 1852-
ARRANGEMENT: Alphabetical by first letter of surname.
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 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, and/or historical value(s).

The interment register contains vital information about individuals buried in the Manti cemetery.

AGENCY: Manti (Utah)

SERIES: 18647
TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Manti (Utah)

SERIES: 85022 4
TITLE: City Council minutes
DATES: i 1851-
ARRANGEMENT: Chronological according to date of entry.
DESCRIPTION:

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually mad by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinance; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

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:

Microfilm duplicate: For records beginning in 1851 through 1961.
Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Manti (Utah)

SERIES: 29033 1
TITLE: Ordinances
DATES: 1851-
ARRANGEMENT:
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

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:

Computer data files: 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 decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.