Retention and Classification Report

Agency: Salt Lake City (Utah). Cemetery (1010)

200 "N" Street
Salt Lake City, UT 84103

Records Officer: _____

08779	Burial plot index
06730	Cemetery map book
06725	Cemetery plot deeds
06721	Manual burial plot index books
06726	Perpetual care certificates

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779 3
TITLE: Burial plot index
DATES: 1848-
ARRANGEMENT:
DESCRIPTION:

This series indexes the interment records kept by the City Cemetery and also provides access to the plot deeds and deed registers via the name of the deceased. Index entries include columns for the interment number, the deed number, the name of the deceased, the interment record page, deed register page, and location of burial by plat, block, lot, tier, and grave. Not all fields are filled in for all entries.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until update received and then destroy.

Computer magnetic storage media: Retain in Agency Record Center permanently.

Microfilm master: For records beginning in 1848 through 1976. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1848 through 1976. Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 8779
TITLE: Burial plot index

(continued)

APPRAISAL:

These records have historical value(s).

This series provides access to both the interment records and the plot deeds series.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6730 3
TITLE: Cemetery map book
DATES: 1943-
ARRANGEMENT: by plat, lot, and block
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These large books contain maps of the city cemetery. They are used daily to local specific grave sites. The information contained in this book includes index, plat, block, and lot pages.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6725 3
TITLE: Cemetery plot deeds
DATES: 1863-
ARRANGEMENT: Numerical by deed number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These deeds are the city's copy of actual deeds issued to owners of cemetery plots in the city cemetery. They are used to keep an accurate record of plot ownership and whether they have perpetual care. These deeds include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid, and receipt number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6721 3
TITLE: Manual burial plot index books
DATES: 1848-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This index consists of large books containing the names of property owners or deceased persons interred in the City Cemetery. It is used for reference purposes. Information from this index includes name, internment number, deed number, date interred, location of grave by plot, lot, block, tier, and grave number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Cemetery

SERIES: 6726 3
TITLE: Perpetual care certificates
DATES: 1863-
ARRANGEMENT: Numerical by certificate number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These certificates are the city's copy of certificates issued to grave owner. They are used as a cross reference to plot deeds to record if person has perpetual care. These certificates include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.