

## Retention and Classification Report

**Agency:** Nephi (Utah). Sexton (1615)

, UT

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

28280	City Cemetery deeds
84797	Interment registers
28281	Vine Bluff Cemetery deeds

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28280

3

**TITLE:** City Cemetery deeds

**DATES:** ca. 1896-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps and correspondence. These historical records document burials and interments. Information identifies burial rights, ownership of plots, layout, location of and information about deceased persons and related records.

**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.

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 ownership of cemetery plots.

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28280

**TITLE:** City Cemetery deeds

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 84797

4

**TITLE:** Interment registers

**DATES:** 1889-

**ARRANGEMENT:** Chronological by death date.

**DESCRIPTION:**

This series contains a register of burials in both the City and Vine Bluff Cemeteries. The register is used to track the identity and location of burials in the cemeteries. Columns in the register books provide space for such information as the name of the deceased, name of parents or other relatives, date of birth, place of birth, cause of death, date of death, date of burial, name of cemetery, location of grave, and name of physician. Not all columns are completed for all individuals. These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**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:**

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

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

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

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 84797

**TITLE:** Interment registers

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the value of this series in documenting deaths and burials in the Nephi area.

**RETENTION JUSTIFICATION:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28281

3

**TITLE:** Vine Bluff Cemetery deeds

**DATES:** [ca. 1896]-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series contains copies of deeds to burial plots in the cemetery. The are used to track ownership or burial rights in the cemetery . The deeds include such information as the name of the purchaser, description of the plot, purchase price, date of purchase, and signature of the mayor. The records may also include supporting documentation, such as plot maps, receipts, and correspondence. These historical records document burials and interments. Information identifies burial rights, ownership of plots, layout, location of and information about deceased persons and related records.

**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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**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of ownership of cemetery plots.

**AGENCY:** Nephi (Utah). Sexton

**SERIES:** 28281

**TITLE:** Vine Bluff Cemetery deeds

(continued)

**PRIMARY DESIGNATION:**

Public