Retention and Classification Report

Agency: Plymouth Cemetery Maintenance District (Utah) (2128)

P.O. Box 202
Plymouth, UT 84330

Records Officer: _____

28147 Lot records

AGENCY: Plymouth Cemetery Maintenance District (Utah)

SERIES: 28147 3
TITLE: Lot records
DATES: ca. 1874-
ARRANGEMENT: Alphanumerical by section, row, plot,and space and alphabetical by name of deceased.
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:

Paper: Retain in Office permanently.

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

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

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This series has legal and historical value as documentation of plot ownership and the identity and location of burials in the cemetery.

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TITLE: Lot records

(continued)

PRIMARY DESIGNATION:

Public