

Retention and Classification Report

Agency: Division of Archives and Records Service (11)

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Records Officer: _____

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AGENCY: Division of Archives and Records Service

SERIES: 3085

3

TITLE: Administrative correspondence

DATES: 1975-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

The agency administers the state's archives and records management programs, which includes establishing archival standards, training government employees, storing and preserving records, and facilitating access to records. Business-related correspondence documents the implementation of agency processes rather than the creation of functions or policies.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government routine administrative correspondence, GRS-48.

AUTHORIZED: 11-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Microfilm master: For records prior to and including 2015. Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 3085

TITLE: Administrative correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)

Protected. Utah Code 63G-2-305(17)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Division of Archives and Records Service

SERIES: 30295

3

TITLE: Administrative rule development records

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are administrative rule working files. They document the research, creation, amendment, and repeal of administrative rules for the Division and Records Management Committee.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 30295

TITLE: Administrative rule development records

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(22) 2022

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2022.

AGENCY: Division of Archives and Records Service

SERIES: 21204

3

TITLE: Agency histories

DATES: 1985-

ARRANGEMENT: Alphabetical by agency name.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the agency function to provide quality access to public information and are created by archivists to enhance public understanding of government agencies and the records they create. Histories are a concise report describing the creation, mission, functions, organizational history, and administration of a state or local government entity, and may include related research.

RETENTION:

Retain permanently

DISPOSITION:

May 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 Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Records provide an understanding of existing government entities and their histories.

AGENCY: Division of Archives and Records Service

SERIES: 21204

TITLE: Agency histories

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Archives and Records Service

SERIES: 29664

3

TITLE: Agency seals

DATES: 1984-

ARRANGEMENT: Alphabetical by county name.

DESCRIPTION:

This series contains copies of official agency seals filed with the State Archives. County commissions and specified state agencies are required to "adopt a seal for the county.... and file an impression of the seal in the office of the county clerk and with the Division of Archives" (Utah Code 17-53-214 and Utah Code 67-3-6). Legislation passed in 1896 stipulated that county seals be filed with the Secretary of State, but the Legislature transferred this role to the Archives in 1984 (Laws of Utah, 1984, Chapter 67 Section 4).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until filed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the official seal used by counties in the state.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 1421

3

TITLE: Approved retention schedules

DATES: 1967-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are retention schedules produced by the State Archives and approved by the State Records Committee for the use of state and local government entities (Utah Code 63G-2-604(1)(2008)). These schedules may be unique to a single record series or governmental entity, or generally applicable to common records managed by a variety of governmental agencies. The retention schedules indicate how long records must be kept and whether they should be destroyed or preserved permanently; they are used to assist agencies in establishing and maintaining records management programs.

RETENTION:

Permanent. Retain for 20 year(s)

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 Office for 20 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 20 years and then transfer to State Archives.

Computer data files: Retain in Office for 20 years and then transfer to State Archives.

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

AGENCY: Division of Archives and Records Service

SERIES: 1421

TITLE: Approved retention schedules

(continued)

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

APPRAISAL:

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

This disposition is based on the historical value of these records as publications of the Utah State Archives.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(a)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Division of Archives and Records Service

SERIES: 3087

3

TITLE: Archives facility planning and construction records

DATES: 1930-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series documents the planning activities and construction of the Utah State Archives building and Utah State Records Center. Records include: correspondence, photographs, drawings and plans, design and specifications, and architectural renderings for built and modified facilities.

RETENTION:

Permanent. Retain for 2 year(s)

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:

Paper: Retain in Office for 1 year after end of project or program and then transfer to State Archives with authority to weed.

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

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

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

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

Computer data files: Retain in Office for 1 year after end of project or program and then transfer to State Archives with

AGENCY: Division of Archives and Records Service

SERIES: 3087

TITLE: Archives facility planning and construction records

(continued)

authority to weed.

APPRAISAL:

These records have historical value(s).

This series documents the process that the Archives Division experienced while trying to secure funding and authorization to construct an archives building.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2021.

AGENCY: Division of Archives and Records Service

SERIES: 28600

3

TITLE: Archives Month records

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to provide training and increase public awareness of historical records (Utah Code 63A-12-101(2)(H)(2010). Archives Month is an annual event hosted by the agency to support the Society of American Archivists efforts to raise awareness of the value of archives and archivists. Records document activities held by the agency every October and include posters, governor declarations, and records pertaining to planning and hosting events.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 month and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition is based on the value of these records in documenting an important outreach function of the Utah State Archives.

AGENCY: Division of Archives and Records Service

SERIES: 28600

TITLE: Archives Month records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Archives and Records Service

SERIES: 23898

3

TITLE: Archives month posters

DATES: 1998-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series consists of posters done in conjunction with Archives Week/Month: 1998 Brown Bag (during lunch) presentations; 2001 Anniversary; 2002 Archives Month Activities (sponsored by the Utah Manuscripts Committee).

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 Office for 1 day and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value as they document the history of the organization, its responsibilities, activities, and its organization.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 7326

3

TITLE: Budget and operational working files

DATES: i 1983-

ARRANGEMENT: None.

DESCRIPTION:

These are working files for the operation and control administration services of the Division of Archives pertaining to employees, assets, equipment, and facilities. These records include department-wide memos, division budget working papers, building changes by the Division of Facilities Construction and Management (DFCM), report of Division's fixed assets, employee incentive award applications, employee job interview questions and ratings, personnel register of professional positions, furniture procurement contracts, space utilization reports, strategic planning reports, and minutes of supervisors' meetings.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 7326

TITLE: Budget and operational working files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d)
Protected.	Utah Code 63G-2-305(17)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 29899

3

TITLE: Conference and event records

DATES: 1990-

ARRANGEMENT:

DESCRIPTION:

These records document the Archives' mandate to train and provide assistance to government entities, as outlined in Utah Code 63A-12-101(2)(h,k). These records are from conferences, webinars, and other events hosted by our agency as a way of providing training and awareness regarding records management, access, and preservation. The topics discussed demonstrate the types of records management issues that government records officers are dealing with and the methods and principles that the State Archives staff has recommended they follow.

Records include event materials such as programs, advertisements of the event, presentation recordings, and visual aids.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Division of Archives and Records Service

SERIES: 29899

TITLE: Conference and event records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 27932

3

TITLE: Continuity of operation (COOP) plans

DATES: 2012-

ARRANGEMENT: Alphabetical by institution name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are used to prepare statewide plans for action to address an emergency, e.g. fire, flood, earthquake, and other disasters.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 2

3

TITLE: Data entry testing files and data center move

DATES: 1987-

ARRANGEMENT: Chronological by Interview Date.

PHYSICAL FORMATS: Computer data files, Microfilm, Paper.

DESCRIPTION:

test é These records, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements or similar records. §Utah Code Going for multiple paragraphs here.

RETENTION:

Retain for 1 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Meals and milk count reports, GRS-1417.

AUTHORIZED: 06-07-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after lease is no longer active and then destroy.

Computer data files: Retain in Office for 1 year after lease is no longer active and then delete.

APPRAISAL:

These records have administrative value(s).

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AGENCY: Division of Archives and Records Service

SERIES: 2

TITLE: Data entry testing files and data center move

(continued)

eget magna tincidunt tempus. Mauris cursus felis id lacinia tincidunt. Suspendisse dictum in magna et varius. Aenean tristique convallis metus non suscipit. Sed id fringilla ligula. Donec maximus dolor vel leo malesuada, cursus pretium justo porttitor. Vivamus dapibus nunc quis augue dignissim vehicula rutrum in velit. In sodales enim nec sem tincidunt condimentum. Mauris elementum venenatis arcu, non tristique ipsum consectetur mollis. In non ullamcorper tellus. Nulla quis suscipit nisl, et semper leo. Mauris ipsum risus, finibus sit amet massa ut, maximus condimentum nisl. Ut quis velit ut massa laoreet hendrerit eget sit amet magna. Nam ipsum dolor, tincidunt aliquam ullamcorper quis, pellentesque quis turpis. Sed porta augue enim, a ornare felis euismod a. Cras faucibus est venenatis lorem dignissim, vel iaculis ex molestie. Maecenas et vestibulum nisi, et dictum felis. Donec at auctor tortor. Pellentesque efficitur enim nec risus vulputate blandit vitae quis nulla. Mauris a elit a lacus pulvinar volutpat vitae eget tellus. In hac habitasse platea dictumst. Curabitur libero tellus, accumsan vitae rhoncus consequat, ullamcorper eu massa. Maecenas sit amet efficitur nulla. Maecenas dapibus sit amet metus cursus commodo. Quisque fringilla mauris nec nulla placerat volutpat. Nullam eu sem vitae eros fermentum faucibus. Suspendisse semper, purus sit amet pharetra ultricies, nulla lorem scelerisque felis, in tempus lacus arcu nec ante. Integer id tellus id massa semper sagittis. Nunc imperdiet pulvinar ligula vitae porta. Maecenas vel mi sed enim rutrum commodo. Donec nec lorem egestas est placerat rhoncus ut non magna. Integer sed ex sit amet orci porttitor fermentum ac consequat quam. Integer imperdiet justo vel risus venenatis dapibus non eget nisi. Nunc sed ex lacinia, facilisis massa vitae, fermentum ipsum. Sed ac interdum ligula. Donec sed mattis odio, a convallis lectus. Duis in massa ante. Proin a enim tellus. Suspendisse sit amet metus cursus, eleifend dolor quis, fermentum ex. Cras pellentesque ante ex, et dictum tortor porta a. Cras tincidunt sed quam quis suscipit. Sed et semper sem. Pellentesque quis elit vitae nisl gravida consequat. Donec rhoncus urna quis ex accumsan, sit amet laoreet turpis dictum. Duis in neque quis magna blandit fringilla ut ac orci. Nullam maximus purus metus, quis dictum nibh vulputate nec. Etiam et ornare ante, nec placerat urna. Quisque sapien augue, aliquam sed convallis vestibulum, accumsan sit amet urna. Nu lla laoreet tempor tincidunt. In mollis, justo vitae laoreet volutpat, eros massa mattis ante, eu facilisis erat libero sit amet felis. Proin

AGENCY: Division of Archives and Records Service

SERIES: 2

TITLE: Data entry testing files and data center move

(continued)

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RETENTION JUSTIFICATION:

So, we should keep these records for a really long time. Does this field have a fixed limit that it will display before stopping? Only one way to find out. I might get some filler text in here to test things out... paragraphs? Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis dictum turpis sed aliquam fermentum. Quisque vitae scelerisque velit, non suscipit tellus. Etiam interdum rhoncus risus, sed maximus nisi viverra sed. Donec convallis non diam in dignissim. Donec ultrices nisl turpis, ac blandit libero vulputate nec. Aenean eget urna pharetra, porta dolor non, interdum turpis. Cras non dapibus orci. Aenean nec pharetra quam. Quisque interdum

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2023.

AGENCY: Division of Archives and Records Service

SERIES: 30448

3

TITLE: Division audit records

DATES: 1969-

ARRANGEMENT: Chronological.

DESCRIPTION:

The agency administers the state's archives and records management programs, including the establishment of archival standards, the storage and preservation of records, and providing access to records in archival custody. These records document studies and reports prepared and produced as a result of an internal or external audit of programs, operations, productivity, performance, or compliance.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Division of Archives and Records Service

SERIES: 30448

TITLE: Division audit records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)

AGENCY: Division of Archives and Records Service

SERIES: 29761

3

TITLE: Division historical artifacts

DATES: 1985-

ARRANGEMENT: None.

DESCRIPTION:

These artifacts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity. This series contains items used in our work, such as the quilt that hung in the Research Room at the capitol.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The quilt in this series has permanent historical value as physical evidence of the period when the State Archives operated in the old Agricultural Lab building on Capitol Hill. It also has historical and artistic value as the work of a noted Utah quilt maker.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 3086

3

TITLE: Division history

DATES: 1960-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

The agency administers the state's archives and records management programs, which includes establishing archival standards, training government employees, storing and preserving records, and facilitating access to records in archival custody. Records document and preserve the agency's history and include written, photographic, and audio-visual materials. Records document the agency's various projects or social activities, and include videos from professional news organizations.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Photographs: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Photo negatives: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Slides: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Digital image: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Division of Archives and Records Service

SERIES: 3086

TITLE: Division history

(continued)

APPRAISAL:

These records have historical value(s).

These records document agency activities and programs and include a visual record of archives storage, office facilities, and staff members over the years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Division of Archives and Records Service

SERIES: 27493

3

TITLE: Electronic media storage

DATES: 2004-

ARRANGEMENT: By record series thereunder by respective series arrangement.

DESCRIPTION:

These are reformatted records sent to the Division of Archives needing to be processed. Included are vital records, court records, naturalization records and other historical records.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until final action and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 7323

3

TITLE: Executive correspondence and subject files

DATES: 1966-

ARRANGEMENT: Chronological by director.

DESCRIPTION:

The agency administers the state's archives and records management programs, including the establishment of archival standards, the storage and preservation of records, and providing access to records in archival custody. Records document the decision-making processes of executive officers as they create programs, policies, procedures, and budgets, and include all related research.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

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

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

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

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

AGENCY: Division of Archives and Records Service

SERIES: 7323

TITLE: Executive correspondence and subject files

(continued)

APPRAISAL:

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

This disposition is based on the record's historical value as documentation of the division's policies, procedures, and activities.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)

Protected. Utah Code 63G-2-305(17)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: Division of Archives and Records Service

SERIES: 29240

3

TITLE: Exhibit records

DATES: 1995-

ARRANGEMENT: Chronological by exhibit date.

DESCRIPTION:

These records document the agency's efforts to provide quality access to public information and to tell the history of Utah and its people through archival sources (Utah Code 63A-12-101(2)(i)(2010)). These records include planning and documentation of exhibits such as records documenting planning and loan agreements, and photographs of the completed exhibits.

RETENTION:

Permanent. Retain until end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Museum catalog records, GRS-2050.

AUTHORIZED: 03-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office until exhibit closes and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until exhibit closes and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 29240

TITLE: Exhibit records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Division of Archives and Records Service

SERIES: 19748

3

TITLE: Expungement requests

DATES: 1988-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document requests made by state and local government agencies, or by persons, to expunge individual files from records that have been transferred into the official custody of the Division (Utah Code 77-40-108(4)(2020). This does not include records stored offsite at the Records Center, which are considered to be the custody of the owning agencies. It does include records posted or attached in the Public Notice Website or Open Records Portal.

RETENTION:

Permanent. Retain for 75 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These requests document why the microform copy has been altered in accordance with Utah Code 77-40-108(4)(2017). These are to be retained the same as the appurtenant record.

AGENCY: Division of Archives and Records Service

SERIES: 19748

TITLE: Expungement requests

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 77-40-108(5)(2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 7298

3

TITLE: Financial transactions

DATES: 1979-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, requests for payment to vendors for supplies or services rendered, and related accounting records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public except social security number and home address which are private

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 28572

3

TITLE: Government Records Access and Management Act (GRAMA) request files

DATES: 2009-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records relating to requests for records of the agency pursuant to the Utah Government Records Access and Management Act (GRAMA). Records may contain correspondence, working papers, and records gathered as part of the process of responding to the request. These records may also contain the response made and, in the case of a denial, any documents relating to the appeals process pursuant to this statute, including documents prepared for the division's involvement with a State Records Committee hearing or District Court case.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

These records are created in the course of adhering to Utah Government Records Access and Management Act, Utah Code Title 63, Chapter 2.

AGENCY: Division of Archives and Records Service

SERIES: 28572

TITLE: Government Records Access and Management Act (GRAMA) request files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d) 2014
Protected.	Utah Code 63G-2-305(33) 2014

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 28273

3

TITLE: Government records ombudsman reports

DATES: 2011-

ARRANGEMENT: Chronological.

DESCRIPTION:

This report is required by Utah Code 63A-12-111, Public Records Management Act, Government Records Ombudsman. The Legislature created a government records ombudsman during the 2012 General Legislative Session to act as a resource to the public in making records requests and in filing appeals associated with records requests and to assist government employees in responding to records requests or dealing with related appeals.

RETENTION:

Permanent. Retain for 1 year(s)

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 historical value(s).

These reports document the function of the government records ombudsman and have ongoing evidentiary and research value.

AGENCY: Division of Archives and Records Service

SERIES: 28273

TITLE: Government records ombudsman reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 29849

3

TITLE: Highway 89 Collection records

DATES: 2014-

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: 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 project details

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 19325

3

TITLE: Merge requests

DATES: 1992-

ARRANGEMENT: Numerical by series number deleted from the computer system.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are created and used by agency staff to compare two record series that exist simultaneously in the local system.

These reports are used to compare redundant series and includes all record series data for the two series, such as description, retention, and location of holdings.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

These reports are used to ensure that important data is not accidentally deleted or linked to the wrong series number.

AGENCY: Division of Archives and Records Service

SERIES: 19325

TITLE: Merge requests

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Division of Archives and Records Service

SERIES: 17170

4

TITLE: Oaths of office

DATES: i 1903-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records contain the oaths of office of state officials. Newly elected officials, judges, appointed commission members, agency directors, and special law enforcement officers in Utah are required to take a prescribed oath of office prior to exercising their duties. Each solemnly swears to support, obey, and defend the Constitution of the United States and the Utah State Constitution, and to discharge the duties of the office with fidelity. Upon administration of the constitutional oath, a record documenting its administration is created. This record is a standard form on which the constitutional oath of office is printed, with blank spaces for adding the official's name and office title. This form is subscribed by the individual taking the oath. The person administering the oath (notary public, judge, etc.) also signs the record and imprints the form with an official seal or stamp, along with the date the oath was administered. UCA 52-1-2 (1984) dictates that the oaths of office of all state officials be filed with the Division of Archives. Statutes and policies also require many other local public officials to take the constitutional oath of office before beginning their duties as well, but these are retained in the records of local governments. It is not uncommon for an oath to be retained indefinitely by an agency or filed with the wrong office. For oaths missing from this series, check the records of the agency in which the official served, those of the office statutorily

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

AGENCY: Division of Archives and Records Service

SERIES: 17170

TITLE: Oaths of office

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

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

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

Computer data files: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Division of Archives and Records Service

SERIES: 30228

3

TITLE: Open Records Portal records requests and responses

DATES: 2015-

ARRANGEMENT: Database.

DESCRIPTION:

These are records requests submitted to governmental entities via the Open Records Portal, as well as responses made via the Open Records Portal, as per Utah Code 63A-12-114 (2021).

RETENTION:

Retain for 5 year(s) or for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) and (3) (2019)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (2021)

Protected. Utah Code 63G-2-305 (2021)

AGENCY: Division of Archives and Records Service

SERIES: 30228

TITLE: Open Records Portal records requests and responses

(continued)

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2021.

AGENCY: Division of Archives and Records Service

SERIES: 25194

3

TITLE: Policies and procedures

DATES: 1977-

ARRANGEMENT: Chronologically.

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical as they document the creation and change of policies overtime.

AGENCY: Division of Archives and Records Service

SERIES: 25194

TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 18431

3

TITLE: Political subdivision ordinance and policy filed records

DATES: 1991-

ARRANGEMENT: Alphabetical by agency name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These files document ordinances and policies adopted by political subdivisions in accordance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63G-2-701 (2009)). Political subdivisions have the option of adopting a separate ordinance (municipalities and counties) or policy (school districts and special districts) which allows the agency to modify provisions of GRAMA. The local agencies are required to submit a copy of the ordinance/policy to the State Archives within thirty days of its effective date. These files include copies of ordinances or policies, amendments and revisions, policy/ordinance summaries, and related correspondence.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the historical value of the records in documenting how Utah's local governments responded to GRAMA in providing public access to public records and protecting nonpublic records.

AGENCY: Division of Archives and Records Service

SERIES: 18431

TITLE: Political subdivision ordinance and policy filed records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Division of Archives and Records Service

SERIES: 10593

3

TITLE: Project files

DATES: 1951-

ARRANGEMENT: None.

DESCRIPTION:

These records are created by staff to track ongoing projects through to completion. Information includes notes, reports, tasks and related records.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after project closed and then destroy.

Paper copy: Retain in Office for 1 year after project closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Exceptions may apply, including any rule of law which classifies attorney work product differently

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 24558

3

TITLE: Public relations and outreach records

DATES: 1985-

ARRANGEMENT: By topic.

DESCRIPTION:

These records document all public relations and outreach activities conducted by the agency. Records include press releases, tour information, training and publicity materials, and documentation of events.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

All Formats: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document public outreach activities conducted by the Archives and provide a record of programs sponsored by the division.

AGENCY: Division of Archives and Records Service

SERIES: 24558

TITLE: Public relations and outreach records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 598

3

TITLE: Publications

DATES: 1959-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records support the agency's function to establish standards, procedures, and techniques for the effective management and physical care of records (Utah Code 63A-12-101(2)(e)(2010)). Records include information pamphlets, guidelines, standards, tools, and other publications.

RETENTION:

Permanent. Retain for 3 year(s)

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 Office for 3 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfiche duplicate: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the agency's work to provide information to Utah residents, and may include the history of the organization, its responsibilities, activities, and its

AGENCY: Division of Archives and Records Service

SERIES: 598

TITLE: Publications

(continued)

organization.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Division of Archives and Records Service

SERIES: 7347

3

TITLE: Record transfer, accession, and destruction authorization records

DATES: 1960-

ARRANGEMENT: Numerical by record series, thereunder chronological.

DESCRIPTION:

These records support the agency's function to "establish and apply fair, efficient, and economical management methods... for the effective management and physical care of records," (Utah Code 63A-12-101(2)(b) and (c) (2019); Utah Code 63A-12-102(3)(a) (2008)). Records document the transfer of records from governmental entities to the Division, the accessioning of records into off-site storage or an archival repository, and authorization from governmental entities to destroy non-historical records. Records include record transfer forms (submitted digitally or in paper format), accessioning notes that verify receipt of records, signed destruction or deaccession authorization forms, correspondence, and related 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 Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

AGENCY: Division of Archives and Records Service

SERIES: 7347

TITLE: Record transfer, accession, and destruction authorization records

(continued)

APPRAISAL:

These records have administrative value(s).

Administrative need is permanent: the records are needed as long as the associated records exist. Many of the associated records are preserved by the agency permanently, and all records are subject to reappraisal, meaning their retention could change to permanent at any time.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: Division of Archives and Records Service

SERIES: 30024

3

TITLE: Records Management Committee meeting minutes and materials

DATES: 2019-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the meetings of the Records Management Committee, which reviews and determines whether to approve submitted retention schedules and makes recommendations to governmental entities regarding their management of records, per Utah Code 63A-12-113(2019). Information includes agendas, meeting minutes, and meeting materials distributed to committee members and the public.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

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:

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2020.

AGENCY: Division of Archives and Records Service

SERIES: 84562

3

TITLE: Records management records

DATES: 1982-

ARRANGEMENT: Database.

DESCRIPTION:

These records support the agency's function to be the official custodian of historical records transferred from Utah's government agencies, as well as historical and non-historical records stored by agencies offsite at the State Records Center, and to "establish and apply fair, efficient, and economical management methods... for the effective management and physical care of records," (Utah Code 63A-12-101(2)(b) and (c) (2019); Utah Code 63A-12-102(3)(a) (2008)). These records document all elements of the management of the records held or maintained by the agency and include data and metadata regarding the custody, accessioning, location, container contents, retention and disposition, transfer, destruction (when applicable), access classification, and other characteristics of the 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 Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

AGENCY: Division of Archives and Records Service

SERIES: 84562

TITLE: Records management records

(continued)

APPRAISAL:

These records have administrative value(s).

Administrative need is permanent: the records are needed as long as the associated records exist. Many of the associated records are preserved by the agency permanently, and all records are subject to reappraisal, meaning their retention could change to permanent.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(2)(d)
Protected.	Utah Code 63G-2-305(12)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: Division of Archives and Records Service

SERIES: 21208

3

TITLE: Reference guides

DATES: ca. 1980-

ARRANGEMENT: Alphabetical by topic.

DESCRIPTION:

Research center staff use reference guides to identify likely series or agency resources--including local, state, or national repository and agency information--which will direct patrons to useful information.

Documents may include Web page print-outs; topical listings of repositories, including addresses and telephone numbers; fair use photocopies, containing published e-mail addresses, postal addresses, names, organizational or program information and holdings abstracts; and staff correspondence pertaining to previously researched requests.

The reference guides are weeded periodically to assure that information is current.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 21208

TITLE: Reference guides

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 7338

3

TITLE: Reformatting records

DATES: 1983-

ARRANGEMENT: None.

DESCRIPTION:

The agency provides information, advice, and reformatting services in order to ensure that records are preserved and accessible in the future. These records document reformatting processes and may include work orders, log sheets, completion notifications, camera operator certificates, and related correspondence.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 7338

TITLE: Reformatting records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Division of Archives and Records Service

SERIES: 21201

3

TITLE: Research Center patron requests

DATES: 1996-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document requests from the public and government received by the joint Research Center of the Utah State Archives and Utah State History. They include letters and e-mail messages, and telephone requests written down by staff, along with documentation of action taken by the staff to fulfill the requests and any charges for copies made. They may contain patron names, addresses, telephone numbers, and email addresses.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then erase.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 21201

TITLE: Research Center patron requests

(continued)

PRIMARY DESIGNATION:

Private

This series contains private information, including names, addresses, phone numbers, and information about private research.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Division of Archives and Records Service

SERIES: 12234

3

TITLE: Retention schedule working files

DATES: 1985-

ARRANGEMENT: Alphabetical by subject.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are notes and drafts assembled or created to prepare record retention schedules produced by the State Archives and approved by the State Records Committee for the use of state and local government entities (Utah Code 63G-2-604(1)(2008)). The information documents research and consultations and the subsequent formulation of record retention schedules, decisions, or policies.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of project and then destroy.

Computer data files: Retain in Office for 1 year after end of project and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 12234

TITLE: Retention schedule working files

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Division of Archives and Records Service

SERIES: 30294

3

TITLE: Significant legislative bill records

DATES: 2003-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records are kept to document research, discussion, and actions taken regarding legislative bills that significantly impact the Division's work or mission.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2022.

AGENCY: Division of Archives and Records Service

SERIES: 29763

3

TITLE: State Archives Building construction artifacts

DATES: 2003-

ARRANGEMENT: None.

DESCRIPTION:

This series contains various objects related to the construction of the State Archives Building from 2003-2004, and the expansion of the building in 2018-2019. These artifacts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The objects in this series have permanent historical value as physical evidence of the construction process that produced the first facility built specifically to house the State Archives.

AGENCY: Division of Archives and Records Service

SERIES: 29763

TITLE: State Archives Building construction artifacts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 24015

3

TITLE: Training presentations and materials

DATES: 1987-

ARRANGEMENT: Chronological.

DESCRIPTION:

The agency provides records management, access, and preservation training to records officers and other interested parties per Utah Code 63A-12-101(2)(h)(2019). These records document the records management standards and training curriculum established by the agency and disseminated to governmental entities throughout the state. Training materials are produced by staff and may be provided online or presented in person during classes, conferences, or similar events.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after superseded and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 3 years after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Division of Archives and Records Service

SERIES: 24015

TITLE: Training presentations and materials

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Archives and Records Service

SERIES: 18199

3

TITLE: Training rolls and evaluations

DATES: 1987-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Evaluations and rolls are created to measure the usefulness of training events and materials to the participants. The information is used to determine future training development and conference topics. Information includes class rolls, date, title of training, ratings, and comments about the participants' training experience.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training administration records, GRS-150.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

Survey responses are utilized in reports created at the end of the fiscal year, so these records are kept until all revisions of the report are completed.

AGENCY: Division of Archives and Records Service

SERIES: 18199

TITLE: Training rolls and evaluations

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Division of Archives and Records Service

SERIES: 26574

1

TITLE: Unaccessioned microfiche

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Unaccessioned microfiche that needs further appraisal and dispositions determined.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This fiche has historical and administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 83238

4

TITLE: Utah Code Annotated

DATES: i 1851-

ARRANGEMENT: Chronological, thereunder by volume number

DESCRIPTION:

In these volumes, known under various names, the laws passed at the annual sessions of the legislature are recorded, repealed laws are deleted, and the current laws grouped systematically by topic. Most have annotations which provide additional information on the law in question.

The first compilation was published in 1851. Thereafter the governor and legislature periodically appointed a commission to help compile and recodify the laws. Compilations were made in 1851, 1855, 1866, 1870, 1888, 1898, 1907, 1917, 1933, 1943, and 1953. Periodic updates, in the form of replacement volumes and pocket supplements, were made on the 1933, 1943, and 1953 editions to bring their holdings up to date with the current changes in the law. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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: For records beginning in 1851 through 1953. Retain in State Archives permanently after microfilming.

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

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Division of Archives and Records Service

SERIES: 83238

TITLE: Utah Code Annotated

(continued)

authority to weed.

Paper: For records beginning in 1953 through 2003. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

Paper: For records beginning in 2003 and continuing to the present. Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the documentation and reference annotations provided on Utah legislation and statutes.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Archives and Records Service

SERIES: 29749

1

TITLE: Utah history records preservation project materials

DATES: 2019-

ARRANGEMENT: Chronological by project date.

DESCRIPTION:

This series contains historical records that may come into the custody of the State Archives as an incidental part of the Archives' work with historical records throughout the state. These records are not technically government records, but may be taken in by the Archives as part of its role in preserving Utah's history. These records may include original records or digital copies of records that may be in private hands and at-risk. The records may be held indefinitely at the Archives, but records will be transferred to a more appropriate repository whenever possible.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

AGENCY: Division of Archives and Records Service

SERIES: 28272

3

TITLE: Utah Public Notice Website records

DATES: 2008-

ARRANGEMENT: Alphabetical by agency, thereunder chronological by posting date.

DESCRIPTION:

These records support the agency's function to administer the Public Notice Website and maintain an archive of the information posted to it (Utah Code 63A-16-601(7)(c) (2023)). This series contains public information consisting of a public body's public notices, minutes, audio recordings, and other materials that are required to be posted or linked to the Public Notice Website.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2008 and continuing to the present. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The Division of State Archives and Record Services is required by state statute to maintain an archive of all public information posted to the Utah Public Notice Website: Utah Code 63F-1-701(5)(c).

Government entities are required to post information according to Utah Code 52-4, Open and Public Meetings Act, or other statute or state agency rule.

RETENTION JUSTIFICATION:

AGENCY: Division of Archives and Records Service

SERIES: 28272

TITLE: Utah Public Notice Website records

(continued)

According to Utah Code 63F-1-701(5)(c), the Division is responsible for "maintaining an archive of all public information posted to the website," which implies permanency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Division of Archives and Records Service

SERIES: 7322

3

TITLE: Vendor contract records

DATES: i 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by vendor.

DESCRIPTION:

The agency contracts with private vendors for maintenance, procurement, and facility matters, with the approval of the Division of Finance and the Attorney General's Office. These records document such contracts, and include correspondence, price lists, bid proposals, equipment service reports, invoices, description of materials and services provided, unit costs, and letters of authorization from the Attorney General's office.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the expiration of the contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after the expiration of the contractual agreement and then delete.

APPRAISAL:

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

AGENCY: Division of Archives and Records Service

SERIES: 7322

TITLE: Vendor contract records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Protected. Utah Code 63G-2-305(6)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Archives and Records Service

SERIES: 30296

3

TITLE: Volunteer program records

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the development and maintenance of a volunteer program at the Division. Records include strategic plans, volunteer applications and photos, project plans, and related records.

RETENTION:

Permanent. Retain for 50 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Some of these records document the development of the agency's interaction with the community via the volunteer program.

AGENCY: Division of Archives and Records Service

SERIES: 30296

TITLE: Volunteer program records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(g)

SECONDARY DESIGNATION(S):

Public