

Retention and Classification Report

Agency: Department of Government Operations. Office of Administrative Rules (29)

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Records Officer: _____

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AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 7192

4

TITLE: Administrative rules files

DATES: 1973-

ARRANGEMENT: Numerical by file number.

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records support the agency's function to record the receipt of all rules submitted by state governmental agencies authorized or required by law to make rules (Utah Code 63G-3-402(1)(b)(2010) & 63G-3-102(2)(2008)). These records document the changes in administrative law governing the state as well as the final published version. These records are the official copies of the administrative rule filings submitted in accordance with the Utah Administrative Rulemaking Act, Title 63G. Records may also include materials incorporated by reference, notice of effective date, and pertinent correspondence.

RETENTION:

Permanent. Retain for 2 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: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfiche master: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1973 through 1985.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 7192

TITLE: Administrative rules files

(continued)

Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
This disposition is based on the historical value of the records.
Administrative Rules have the force and effect of law when implemented and are frequently used to determine how statutes are implemented by the agencies responsible for administering regulatory programs.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(a) and (d)(2014).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2023.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 30234

3

TITLE: Agency history records

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files 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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical because they show the formulation of governmental entities and contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 30234

TITLE: Agency history records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2021.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 84557

3

TITLE: Executive correspondence

DATES: 1978-

ARRANGEMENT: None.

DESCRIPTION:

This are records of administrative correspondence and other related subjects that document the activities and management of the Division of Administrative Rules. These records include the entire history of Administrative Rules as a Bureau under the State Archives and its transition to a division of Administrative Services. They also include names and addresses of those communicating with the Division of Administrative Rules, letters, memoranda mailed to rulemakers in the various state agencies, and copies of responses to requests for assistance or information. The files are administrative in nature and also contain budget information, copies of legislative bills and laws related to rulemaking, information documenting the creation of the office's first publications, and other subjects related to rulemaking, as well as personnel files of past employees.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

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

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 84557

TITLE: Executive correspondence

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the historical value of the records
which document the history of the Division of Administrative
Rules.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2023.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 23506

4

TITLE: Index of Changes annual report

DATES: 1992-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This yearly publication indexes all the changes to the Administrative Code. The Index is designed to supplement the Code and provides the reader with more complete knowledge of, and access to, the regulatory process of Utah state government. The Index includes non-substantive rule changes, as well as information about the 120-day (emergency) rules that do not become part of the Code. The Index includes two indexes and a table: an index to the rule changes arranged by agency code number, an index arranged by subject, and a correlative table which lists agency name changes and code number changes. 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 for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

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

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 23506

TITLE: Index of Changes annual report

(continued)

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the value of these publications in documenting change to the Administrative Code.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 10900

3

TITLE: Publications

DATES: 1986-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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 for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 10900

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 84327

4

TITLE: Rules filings register

DATES: 1973-

ARRANGEMENT: Numerical by file number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This record is a register, or chronological list, of rules submitted by state agencies as required by statute. It is used by the Division of Administrative Rules to monitor the rule making process and to record information on all rules written in the state. It is a vital key to the history of all administrative rules for it serves as an index to the actual rules files. It contains rule number, date filed, name of person requesting rule, agency submitting request, title of rule, number of pages, code number (assigned by Administrative Rules), date rule was published, when indexed (if rule became effective), and date rule became effective (if applicable). The register appears on the division's data base from 1985 to the present.

RETENTION:

Permanent. Retain for 2 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: 07/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 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 with authority to weed.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 84327

TITLE: Rules filings register

(continued)

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

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
This register serves as an index to the Administrative Rules.
These rules have the force of law when implemented.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2023.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83682

3

TITLE: Rulewriting manuals

DATES: 1984-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

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 for 5 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 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until updated and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the records documenting the policies and procedures of this office and the administrative use of the records.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83682

TITLE: Rulewriting manuals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 30070

3

TITLE: Training records

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are used to train other agencies on Rules requirements and procedures. Includes syllabus, manual, textbook, videos, recordings, and any other training materials created by the Office.

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 Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 30070

TITLE: Training records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83623

4

TITLE: Utah Administrative Code

DATES: 1973-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The Utah Administrative Code is the complete compilation of state administrative rules. Administrative rules are laws affecting the legal rights and privileges of the public or other governmental entities, and have all the effects of a statute enacted by the Legislature. Rules are promulgated by agencies of the state's executive branch, are enacted as laws under regulatory authority granted by the Legislature or the state Constitution, and are subordinate to statutes. Each compilation includes only those rules in effect at the time of publication: new rules are added and obsolete rules omitted as necessary.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfiche master: For records beginning in 1980 through 1982. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1980 through 1982. Retain in State Archives permanently with authority to weed.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83623

TITLE: Utah Administrative Code

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the administrative needs of the
agency and the documentation these records provide as to legal
responsibilities related to Executive branch agency activities.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2023.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83311

4

TITLE: Utah State Bulletin

DATES: 1973-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

The Utah State Bulletin is designed to keep the recipient continually informed about important administrative actions in the executive branch of State government, listing recent Governor's proclamations and executive orders, Attorney General opinions, notices of public hearings, new state publications and other information, all usually printed in full text. The bulk of the Bulletin consists of proposed administrative rules, temporary "emergency" rules, rules being reviewed, and the effective dates of rules listed as proposed in an earlier issue.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years 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: For records beginning in 1973 through 1985. Retain in State Archives permanently with authority to weed.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83311

TITLE: Utah State Bulletin

(continued)

Microfiche duplicate: For records beginning in 1973 through 1985.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the administrative needs of the
agency and the value of this publication in documenting the
activities of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2023.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83622

4

TITLE: Utah State Digest

DATES: 1985-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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 for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 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 the administrative needs of the agency and its historical value as an index to the activities of the division.

AGENCY: Department of Government Operations. Office of Administrative Rules

SERIES: 83622

TITLE: Utah State Digest

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2023.