Retention and Classification Report

Agency: Department of Cultural and Community Engagement (181)

300 South Rio Grande Street
Salt Lake City, UT 84101
801-245-7202

Records Officer: _____

09808	Accounting administrative files
59902	Attorney General's opinion case files
14926	Audit reports
85031	Block grant files
85183	Board briefs
85032	Budget apportionment files
85033	Budget estimates and justification files
85030	Budget reports files
09807	Daily activity schedules
14911	Disciplinary actions/grievances case files
14917	Employment applications
85029	Executive correspondence
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23070	Financial audit records
14628	Financial detail report
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14913	Recruitment files
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14920	Staff meeting agenda
14923	Time and attendance reports
14915	Training materials
10006	Travel reimbursements
23329	Utah Facts Book
12027	Utah businesses correspondence
19082	Western States Seismic Policy Council records

AGENCY: Department of Cultural and Community Engagement

SERIES: 9808 3
TITLE: Accounting administrative files
DATES: 1980-
ARRANGEMENT: Chronological.
DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 59902 3
TITLE: Attorney General's opinion case files
DATES: 1983-
ARRANGEMENT: Chronological by date, thereunder numerical by case number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document situations instigating the request for and reception of formal and informal opinions from the attorney general's office. The files include correspondence and memoranda describing the issues, and opinions from the attorney general's office.

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: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These case files provide historical documentation of the development of policies in the Department of Community and Economic Development.

AGENCY: Department of Cultural and Community Engagement

SERIES: 59902
TITLE: Attorney General's opinion case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14926 3
TITLE: Audit reports
DATES: 1991-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 85031 1
TITLE: Block grant files
DATES: 1983-
ARRANGEMENT: none
DESCRIPTION:

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

RETENTION:

Permanent. Retain for 5 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:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting program achievements and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 85183 3
TITLE: Board briefs
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These board briefs document the proceedings of the advisory board to the Department of Community and Economic Development. These briefs provide backgound information on agency programs, procedures, and plans that serve as the focal point for board discussions and decision making. The briefs include the minutes of the previous month's board meeting, a meeting agenda, agency reports, program updates, marketing travel plans, and selected correspondence. Board meetings held in 1982 and 1983 are represented only by board minutes and have no supporting materials.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: 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 retention is based upon the 1988 General Retention Schedule, Schedule 01, Item 05, Sub Item b.

AGENCY: Department of Cultural and Community Engagement

SERIES: 85183
TITLE: Board briefs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 85032 3
TITLE: Budget apportionment files
DATES: 1983-
ARRANGEMENT: none
DESCRIPTION:

Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 85033 3
TITLE: Budget estimates and justification files
DATES: 1983-
ARRANGEMENT: none
DESCRIPTION:

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1)(b) (2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 85030 3
TITLE: Budget reports files
DATES: 1983-
ARRANGEMENT: none
DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 9807 3
TITLE: Daily activity schedules
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

Records regarding State employees who are not executives or exempt status containing substantive information relating to official activities, the substance of which has not been incorporated into official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees. See also Executive Calendars or Routine Activity Calendars.

UCA 63-2-103 (18)(b) (1992) indicates that these types of materials are not considered by the Government Records Access and Management Act (GRAMA) to be records.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14911 3
TITLE: Disciplinary actions/grievances case files
DATES: 1990-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These case files relate to grievances and disciplinary actions taken against an employee, including documents such as correspondence and summaries of findings. They document the history of actions taken against employees and grievances filed by employees. Information includes the nature of the allegation, name of employee accused, name of accused, summaries of evidence, actions taken against the employee, and related information.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Cultural and Community Engagement

SERIES: 14911
TITLE: Disciplinary actions/grievances case files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14917 3
TITLE: Employment applications
DATES: 1992-
ARRANGEMENT: Chronological by date position opened, thereunder alphabetical by applicant name.
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These applications, including all attachments, of individuals who were nor hired by the department, are maintained to preserve information on applicants for jobs who may be qualified and considered for future employment. Information includes the name, address, phone numbers, and social security number of applicant; counties and dates available for work; type of work sought, including title and full or part time status; veteran's status; educational history, including postsecondary schools attended, their addresses, hours completed, degrees awarded, dates of attendance and degrees, and fields of study; work history, showing employer name, address, and phone number, supervisor name and title, dates of employment, and description of job responsibilities; college grades and coursework taken; and related information.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14917
TITLE: Employment applications

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 85029 3
TITLE: Executive correspondence
DATES: 1975-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until end of director's employment and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are business-related correspondence that provides unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions and may originate on paper, electronic mail, or other media.

AGENCY: Department of Cultural and Community Engagement

SERIES: 85029
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 10007 3
TITLE: Executive staff meeting minutes
DATES: 1980-
ARRANGEMENT: Chronological.
DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency decisions, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 23070 3
TITLE: Financial audit records
DATES: 1986-
ARRANGEMENT: Alphabetical by topic
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(b)(2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(1) & (4)(2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 14628 3
TITLE: Financial detail report
DATES: 1989-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers.

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:

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

Paper: Retain in Office until end of fiscal year or until administrative need ends and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14628
TITLE: Financial detail report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14930 3
TITLE: Financial records
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Invoice or equivalent records used for stores accounting purposes.

RETENTION:

Retain for 3 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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14922 1
TITLE: Fiscal year closing package financial records
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Yearly or period 13 edition of FIRMS reports. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 14921 1
TITLE: Fixed inventory list
DATES: 1992-
ARRANGEMENT: Numerical by asset identification number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14914 3
TITLE: Human Resources policy and procedures
DATES: 1993-
ARRANGEMENT: Alphabetical by title
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These policy and procedure statements from the Department of Community and Economic Development (DCED) Human Resources Offices document the personnel procedures in place at DCED. Information includes the text of policy statements.

RETENTION:

Permanent. Retain for 2 year(s) after 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 for 2 years after superseded and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14928 3
TITLE: Incentive awards program reports
DATES: 1992-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Reports pertaining to the operation of the incentive awards program.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14910 3
TITLE: Information Technology newsletter
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The I.T.Lan.News is an internal newsletter published by Information Technology staff. It disseminates information throughout the department concerning Information Technology issues. Information includes statements of upcoming improvements the the network, hints on better using the software available, and related information.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14909 3
TITLE: Information Technology plan
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These annual plans developed by Information Technology document the planning efforts of Information Technology. Information includes an analysis of the current status of the Department of Community and Economic Development (DCED), needed improvements, expected developments, and projections of how to reach DCED goals.

RETENTION:

Permanent. Retain until completion of publication or report

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 until published and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 12025 3
TITLE: Major event records
DATES: 1990-
ARRANGEMENT: Chronological, thereunder alphabetical by name of event.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are created by the Department of Community and Economic Development (DCED) to document state expenditures for and involvement in significant Utah events. The department initiates and holds certain events if it feels that doing so would be economically beneficial to the state. In the past, DCED has held the annual Governor's Conference on Economic Development, and has held other special events such as American Japan Week and the U.S. Interior Secretary's trip to Utah in 1992. This involvement is often used by DCED as a business expansion and corporate recruiting tool. The records include the agenda, executive director's correspondence, purpose and results of the event, guest list, and contributor list.

RETENTION:

Permanent. Retain for 4 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 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Cultural and Community Engagement

SERIES: 12025
TITLE: Major event records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14636 1
TITLE: Minorities and Women's Intern Program correspondence
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14634 3
TITLE: Minorities and Women's Intern Program resume files
DATES: 1993-
ARRANGEMENT: Chronological by term sought, thereunder alphabetical by major
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

This series consists of resumes and associated correspondence or supporting materials. They are maintained in order to have a record of a pool of individuals interested in seeking internships through this program. Information includes the name, address, educational history, and employment history of applicants, and any other information which may be submitted.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after placement of interns for the term sought and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14634
TITLE: Minorities and Women's Intern Program resume files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Address and phone number of applicants, UCA 63G-2-302(1)(e) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 23140 1
TITLE: Payment documents
DATES: 1995-
ARRANGEMENT: Numerical by FI-NET document number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14924 3
TITLE: Payroll register
DATES: 1989-
ARRANGEMENT: Chronological the report date, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 14925 3
TITLE: Personal injury case files
DATES: 1993-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Cultural and Community Engagement

SERIES: 85192 3
TITLE: Personnel files
DATES: 1977-
ARRANGEMENT: Alphabetical by employee name.
DESCRIPTION:

This series contains the complete work history of an individual (excluding medical and psychological information) while employed by the state. The records include applications, transcripts, certifications, performance reviews, letters of recommendation or reprimand, and other pertinent employment documentation. Prior to 1993, personnel records were kept by several agencies within the Department. Beginning in the fall of 1993, all Department personnel records were centralized within Department Administration.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Cultural and Community Engagement

SERIES: 85192
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1(e) (2008)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14927 3
TITLE: Petty cash records
DATES: 1992-
ARRANGEMENT: Chronological by transaction date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14912 3
TITLE: Position and reclassification request files
DATES: 1993-
ARRANGEMENT: Alphabetical by job title
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This series includes memoranda, DHRM-9 description of position, organizational charts, class specifications, position description questionnaires, and related records. They document the requests of the Department of Community and Economic Development (DCED) to create positions and the requests of DCED employees to have their positions reclassified. Information includes job title, description of job functions and tasks, salary ranges, and minimum qualifications. If the file is for a reclassification, then the series includes the name, title, home address and phone number, social security number of requesting employee; date of request; basis for request; and similar information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

AGENCY: Department of Cultural and Community Engagement

SERIES: 14912
TITLE: Position and reclassification request files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 10356 3
TITLE: Press releases and meeting notices
DATES: 1985-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records are created by the director of Communications to make announcements regarding company relocations, expansions, and events sponsored by the Department of Community and Economic Development. Included are activity reports and agenda for meetings.

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 Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

AGENCY: Department of Cultural and Community Engagement

SERIES: 10356
TITLE: Press releases and meeting notices

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Cultural and Community Engagement

SERIES: 10357 3
TITLE: Publications
DATES: 1970-
ARRANGEMENT: Chronological
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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.

APPRAISAL:

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

Disposition based on value of records in documenting achievements, policies, programs and functions of the agency.

AGENCY: Department of Cultural and Community Engagement

SERIES: 10357
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14931 3
TITLE: Receipts for sale of agency publications
DATES: 1990-
ARRANGEMENT: Numerical by receipt number.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Agency copy of receipts given to customers who pay the agency for services rendered.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14913 1
TITLE: Recruitment files
DATES: 1992-
ARRANGEMENT: Alphabetical by job title
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These evaluation criteria sheets, application scoring sheets, register, certification of the register, and job announcements facilitate the effective recruitment of department employees. Information includes applicant names, addresses, phone numbers, gender, age, counties where willing to work, veteran's status, and application score; job title; evaluation criteria; points awarded for each application; and related information.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Cultural and Community Engagement

SERIES: 14935 3
TITLE: Schedule six position control report
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Report which shows the amount paid to the employee that is posted against the general ledger to position control. Also indicates the posted benefits. Information appears on Schedule Six.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14920 3
TITLE: Staff meeting agenda
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION:

Retain for 2 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination of committee and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14923 3
TITLE: Time and attendance reports
DATES: 1989-
ARRANGEMENT: Chronological by report date, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 14915 3
TITLE: Training materials
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This series contains materials prepared for Department of Community and Economic Development (DCED) training programs, including manuals, handouts, and similar documents. They are used to support DCED training programs.

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:

Paper: Retain in Office until training program is obsolete and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 10006 1
TITLE: Travel reimbursements
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number

AGENCY: Department of Cultural and Community Engagement

SERIES: 12027 3
TITLE: Utah businesses correspondence
DATES: 1989-
ARRANGEMENT: Alphabetical by name of company.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the communication between the Executive Director of the Department of Community and Economic Development (DCED) and various businesses in Utah (or those planning to come to Utah). These businesses will contact DCED if they are expanding or want to come to the state, if they need state assistance in some way (such as a road to be built or money), or if they want to inform the Governor or their plans. These records include correspondence to and from company executives, annual reports, and an explanation of the event which involved DCED or the Governor.

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.

APPRAISAL:

These records have historical value(s).

Correspondence documents agency history and functions. Correspondence has ongoing research value.

AGENCY: Department of Cultural and Community Engagement

SERIES: 12027
TITLE: Utah businesses correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Cultural and Community Engagement

SERIES: 23329 3
TITLE: Utah Facts Book
DATES: 1978-
ARRANGEMENT: Chronological.
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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: 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.

APPRAISAL:

These records have historical value(s).

These reports answer frequently asked questions about Utah's business environment and discusses important topics such as tax rates, transportation, and quality of life.

AGENCY: Department of Cultural and Community Engagement

SERIES: 23329
TITLE: Utah Facts Book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Cultural and Community Engagement

SERIES: 19082 3
TITLE: Western States Seismic Policy Council records
DATES: 1992-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document the Western States Seismic Policy Council, which the Comprehensive Emergency Management Director chairs as part of official duties. Formed in 1979, this council brings together 15 western states, a U.S. territory, and a Canadian province to improve communication, preparedness, and response among members for earthquake threat. Information includes correspondence, meeting minutes, and workshop 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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the council's achievements and function.

AGENCY: Department of Cultural and Community Engagement

SERIES: 19082
TITLE: Western States Seismic Policy Council records

(continued)

PRIMARY DESIGNATION:

Public