

## Retention and Classification Report

**Agency:** Division of Facilities Construction and Management (375)

Taylorsville State Office Building  
PO Box 141163  
Taylorsville, UT 84129-2128

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

27022	Activity reports
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**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 27022

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Reports documenting work productivity of employees or an office.  
Includes weekly activity or production reports, monthly activity reports, etc.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Employee and program productivity records, GRS-1698.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (3), (4), (6)

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80324

3

**TITLE:** Construction project files

**DATES:** 1912-

**ARRANGEMENT:** Alphanumeric by agency and project number.

**ANNUAL ACCUMULATION:** 23.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to construct state facilities. Case files document all building projects sponsored by the state and may include construction proposals, contracts, modifications, contract change orders, certificates of substantial completion, and any related correspondence. Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**RETENTION:**

Permanent. Retain for 16 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

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

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

Computer data files: Retain in Office for 16 years and then transfer to State Archives with authority to weed.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80324

**TITLE:** Construction project files

(continued)

**APPRAISAL:**

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

These records have potential evidential and informational value for use in litigation and contractual disputes and contain all the significant data concerning the projects. Researchers could use these records to understand the construction and maintenance of government facilities.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(12,13)(2016)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80350

3

**TITLE:** Contractor's prequalification documents

**DATES:** 1982-

**ARRANGEMENT:** chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's administrative need to ensure that contractors bidding on state projects are qualified in accordance with state laws. Records document contractors' qualifications and include copies of contractors' licenses and letters from qualified bonding companies certifying that contractors are bonded.

**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:** 09/2016

**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.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

The agency requires contractor's to submit records to pre-qualify every 18 months. The agency would like to maintain the records for an extra 6 months to be able to review the contractor's previous information.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80350

**TITLE:** Contractor's prequalification documents

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2016.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80361

3

**TITLE:** Deeds of state-owned property

**DATES:** 1900-

**ARRANGEMENT:** alphabetical by property.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are records maintained by the state that document proof of ownership of state property. They are also used in completing statements of capital worth. Some of these deeds are also located in the Lieutenant Governor's Office's vault. These are originals. However, the various county recorders in the state maintain a copy of these records as well. Included with every deed is a plat map of the property. The plat map is also kept by the counties.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

Since these records are duplicated in the county recorder's office around the state, there is no need to preserve these records longer than their administrative needs dictate.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80361

**TITLE:** Deeds of state-owned property

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 2803

3

**TITLE:** Director correspondence

**DATES:** 1981-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These are from the Director's office and is filed separately from project files.

**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 until administrative need ends 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 until separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Executive correspondence is historical as it documents the history of agencies, including policies, procedures and programs.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 2803

**TITLE:** Director correspondence

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 (2008)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 13982

3

**TITLE:** Energy efficiency for state buildings

**DATES:** 2006-

**ARRANGEMENT:** Numerical by license number.

**DESCRIPTION:**

These records relate to the state building energy efficiency program for state wide building energy efficiency projects. They are used for project creation, development and project management.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 17926

3

**TITLE:** Expired leases

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by department or city.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records verify leased space for the various government agencies in the state of Utah. This series is compiled when the leases are terminated. Information includes lessee, lessor, addresses, costs, lease terms, and payment schedule.

**RETENTION:**

Retain for 7 year(s)

**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 until final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2018.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 30304

3

**TITLE:** Governor's Mansion history publications

**DATES:** 1987-

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

**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).

This series has permanent historical value as documentation of the history of a significant state building.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 26286

3

**TITLE:** Hazardous materials project reports

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by project site.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This series documents abatement and remediation of hazardous materials associated with building renovation or demolition. It contains surveys and assessments of building materials, project documents and logs for asbestos abatement. It also contains information on lead based paint abatement and universal waste and remediation.

**RETENTION:**

Permanent. Retain for 30 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:** 02/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). This series is governed by OSHA regulations: 29 CFR 1926.1101 and 29 CFR 1910.1001 (1910.1001(j)(3)(ii) mandates permanent retention.)

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 26286

**TITLE:** Hazardous materials project reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 4459

1

**TITLE:** Interdepartmental transfers

**DATES:** 1989-

**ARRANGEMENT:** None

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80314

3

**TITLE:** Maintenance history of inventoried equipment summary reports

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by building

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a summary report of all scheduled and nonscheduled maintenance performed by the state's maintenance crews on building equipment.

INCLUDES equipment data, cost of maintenance, number of days of scheduled maintenance, number of days of unscheduled maintenance, and the type of maintenance performed.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

**APPRAISAL:**

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

It is essential to maintain a maintenance history for the life of the equipment. This history facilitates repair, but also serves as substantiating documentation for enforcement of warranty contracts on equipment.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80316

3

**TITLE:** Maintenance work orders

**DATES:** 1987-

**ARRANGEMENT:** alphabetical by agency, thereunder chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are requests sent in from agencies for repair of building equipment, minor construction, or painting.

INCLUDES work requested, location, date, cost center number, authorizing signature, maintenance scheduling data, and cost data.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records are needed in audit reviews.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80415

3

**TITLE:** Non-awarded architectural proposals

**DATES:** 1983-

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are letters of interest submitted by architectural firms upon request for proposed design projects. The proposal with plans and specifications, brochures, correspondence, and statements on their qualifications to do the job are included.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

This retention is based on the statute of limitations UCA 63-56-61.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80363

3

**TITLE:** Non-awarded bid proposals for state leases

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are bid proposals that were not awarded to prospective contractees.

INCLUDES proposals, floor plans, specifications, leasing costs, and services offered.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on the statute of limitations found in UCA 63-56-61.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80416

3

**TITLE:** Non-awarded proposals for design/construction projects

**DATES:** 1985-

**ARRANGEMENT:** numerical by project number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

In some instances a project may include both the design and construction being performed by the same vendor. Under these circumstances, the unawarded proposals are separated from the general project files and filed separately. INCLUDES proposals, drawings, specifications, and correspondence.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

This retention is based on the statute of limitations in UCA 63-56-61.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80414

3

**TITLE:** Operations and maintenance manuals

**DATES:** 1955-

**ARRANGEMENT:** numerical by project number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are DFCM's copy of equipment operation and maintenance manuals. They are used to aid DFCM in the repair of malfunctioning building equipment. These manuals are also used to keep track of equipment maintenance. Information includes schematics, installation and warranty data, repair and maintenance instructions and equipment specifications.

**RETENTION:**

Retain for 150 year(s) or until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until disposition of asset and then transfer to State Records Center. Retain in State Records Center for 149 years and then destroy provided building is sold or destroyed.

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

**APPRAISAL:**

These records have administrative value(s).

This series previously (pre 2006) was approved with a 20-year retention. The agency now (2006) needs the records for as long as they own the building. Because Versatile needs a specific date to calculate a disposition date, the time in the records center (100

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80414

**TITLE:** Operations and maintenance manuals

(continued)

years) was specified in 2012.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 2807

3

**TITLE:** Payroll and timekeeping records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by employee last name, thereunder chronological by pay period.

**DESCRIPTION:**

These records are used to verify employee hours and leave balances, and also to verify commuter fringe and mileage reimbursements per pay period. Records may include employee time sheets, shift differentials, commuter forms, mileage reimbursement, personal leave balance per pay period, flextime records, and related records.

**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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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



**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 2807

**TITLE:** Payroll and timekeeping records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g) (2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80389

3

**TITLE:** Policies and procedures for contractors and vendors

**DATES:** 1987-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are the division's guidelines for contractors and vendors to follow when adhering to state regulations regarding state building maintenance and state construction. These policies and procedures are filed as an administrative rule. This records series also contains internal policies and procedures.

**RETENTION:**

Permanent. Retain for 1 year(s) after superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). The external policies and procedures are preserved by the Division of Administrative Rules as administrative rules. Therefore, as this set is only a copy, they do not have be kept longer than administratively useful. The internal policies and procedures have evidential value to the state since they document the activities of DFCM.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80323

3

**TITLE:** Preventive maintenance schedules

**DATES:** 1986-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are worksheets of preventive maintenance schedules to be performed by maintenance workers. They are not used by the state anymore as the functions are now becoming automated. INCLUDES name of building, name of piece of equipment, date, and type of maintenance to perform.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

These records only have administrative value to the state.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 30071

3

**TITLE:** Service contracts

**DATES:** 2007-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are service contracts between the State and other companies for building maintenance across the state, such as janitorial services, snow removal service, and trash removal service.

**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 until expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2021.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80398

3

**TITLE:** State building construction plans

**DATES:** 1912-

**ARRANGEMENT:** Numerical by index number.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This record series consists of plans and supporting documentation for every state building as it was approved and built. They are used as a reference for remodeling, renovation, and maintenance within the building. They are also used to identify characteristics of each property and delineate property boundaries. Records include drawings, tracings and blueprints used to identify characteristics of each property, delineate property boundaries, and document construction and remodeling of state owned or managed buildings and properties. Specific records include property surveys, preliminary submittals, site drawings, site plans, review sets, bid sets, construction drawings, stick sets, and as-built plans. Final plans and specifications for approved and constructed state buildings.

**RETENTION:**

Permanent. Retain for 50 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 until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 80398

**TITLE:** State building construction plans

(continued)

**APPRAISAL:**

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

This disposition is based on the permanent value of these documents to researchers and historians.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(12)(2008)

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 24093

3

**TITLE:** State owned properties

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by property name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series contains information pertaining to State owned property. These files document the details of the negotiations, property acquisitions, condemnation records dealing with the purchase of properties and information on the maintenance of the properties while owned by the state.

**RETENTION:**

Permanent. Retain for 10 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:** 05/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records become inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

This series has been designated historical for research value into properties owned by the State of Utah.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 24093

**TITLE:** State owned properties

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 29861

3

**TITLE:** State-owned real estate general obligation and revenue bonds

**DATES:** 1984-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The division's real estate group manages the lease revenue and general obligation bond programs for most capital facilities. These records are for general obligation and revenue bonds for state-owned real estate, and may include general obligation bonds, revenue bonds, and associated records.

**RETENTION:**

Permanent. Retain for 5 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

**AUTHORIZED:** 12-01-2013

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Disposition is based on the secondary historical value to researchers interested in business activities in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Division of Facilities Construction and Management

**SERIES:** 17927

3

**TITLE:** Unsuccessful leasing proposals

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by department or city.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records consist of Requests for Proposals (RFPs) on leased space for all agencies within Utah State Government that were rejected. Information includes cost, lessor names, locations, zoning, space available, remarks, and notarized statement and signature.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public