

## Retention and Classification Report

**Agency:** Legislature. Office of Legislative Research and General Counsel (591)

P.O. Box 145210  
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801-538-1032

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

25391	Attorney research and drafting files
07073	Bill drafting and research files
17929	Digest of Legislation reports
28962	Election district demographic profiles
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**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25391

3

**TITLE:** Attorney research and drafting files

**DATES:** 1999-

**ARRANGEMENT:** Chronological by legislative year, thereunder by bill number.

**DESCRIPTION:**

These records are created by office attorneys when researching and drafting proposed legislation. Files may contain correspondence, working drafts, research notes, and other information subject to attorney-client privilege.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Legislature.

**APPROVED:** 03/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then transfer to State Archives with authority to weed.

Optical disks: Retain in Office until administrative needs end and then destroy.

Computer data files: Retain in Office for 75 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 upon the value these records have in documenting Utah's legislative process.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25391

**TITLE:** Attorney research and drafting files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(17), (20(a)(b)), (21), and (22).

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7073

3

**TITLE:** Bill drafting and research files

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by bill number.

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files contain bills submitted to the Legislature for consideration during each legislative session. Files may also include drafts of the bills, amendments, and research information.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Legislature.

**APPROVED:** 07/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Microfiche master: For records beginning in 1980 through 1989. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1980 through 1989. Retain in State Archives permanently.

Optical disks: For records beginning in 1990 and continuing to the present. Retain in Office until administrative use ends and then destroy.

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

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7073

**TITLE:** Bill drafting and research files

(continued)

**APPRAISAL:**

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

These records document the development of all legislation during a given session and have enduring research value for both the Legislature and the general public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 17929

3

**TITLE:** Digest of Legislation reports

**DATES:** 1949-

**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 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.

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 document the actions, functions and performance of the state legislature.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 28962

3

**TITLE:** Election district demographic profiles

**DATES:** 2012-

**ARRANGEMENT:** Numerically by district.

**DESCRIPTION:**

The Office of Legislative Research and General Counsel provides analytical, statistical, legal, and descriptive data to legislative bodies and legislators in order to facilitate informed decision-making and effective policy development (Utah Code 36-12-12(2) (2003)). These books are published for each House of Representatives and Senate election district and are given to corresponding legislators after an election in order to provide them with information about the people that they are representing. Records include election district maps and reports about the demographic composition of residents in each district.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Legislature.

**APPROVED:** 04/2015. Policies of the Legislative Management Committee, Appendix A, Records Retention Schedule, Publications.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records provide valuable information regarding the population of the state and the process of political representation.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 28962

**TITLE:** Election district demographic profiles

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2016.



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7230

3

**TITLE:** Interim committee histories

**DATES:** 1967-

**ARRANGEMENT:** Chronological by year or session, thereunder alphabetical by committee

**DESCRIPTION:**

This series contains the legislative histories documenting the work undertaken by committees between the regular scheduled sessions of the legislature. This interim period currently stretches from April into January of the following year. During the period in which the Legislature met in general sessions every second year, the interim sessions covered the two-year period from the April following the general session to the January of the next session. The Legislature creates subject-specific committees often mirroring the regular session standing committees to discuss issues or conduct studies as background to the preparation of legislation proposed for future legislative general sessions. Interim committees, also known as study committees, are bipartisan and made up of members from both chambers of the Legislature.

The interim committee histories are not solely limited to these major committees. Subcommittees assigned to specific topics are generally kept as individual histories as are task forces and other subject-specific study committees created by the Legislature for the studying legislation. Common subjects for study that may be handled by a Task Force, subcommittee, or similar committee include specific taxes, recodifications of portions of the Utah Code, or major issues such as retirement programs, health and welfare programs, hazardous waste, or technology topics.

Documents contained in the interim committee histories include meeting agenda, minutes, and resource materials related to upcoming legislation. Not all proposed legislation is studied by interim committees prior to introduction in the Legislature nor do all interim studies result in proposed legislation.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 7230

**TITLE:** Interim committee histories

(continued)

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

**APPROVED:** 01/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office until quality checked and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Microfiche master: For records beginning in 1981 through 1989. Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1981 through 1989. Retain in Office until administrative use ends and then destroy.

Microfiche duplicate: For records beginning in 1981 through 1989. Retain in State Archives permanently.

Optical disks: For records beginning in 1990 and continuing to the present. Retain in Office until administrative use ends and then destroy.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records document the work of legislative interim committees and have an enduring research value for the Legislature and the public.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26790

3

**TITLE:** Legislative Drafting Manual

**DATES:** 1980-

**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 until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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 administrative, and/or historical value(s).  
Provides insight into the procedure over time for drafting legislation.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26790

**TITLE:** Legislative Drafting Manual

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22117

3

**TITLE:** Legislative Interim Report

**DATES:** 1948-

**ARRANGEMENT:** Chronological by date of session.

**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 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

Computer data files: For records beginning in 1994 and continuing to the present. Retain in Office permanently.

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

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

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22117

**TITLE:** Legislative Interim Report

(continued)

**APPRAISAL:**

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

These reports summarize the activities of the legislature between sessions and are an important resource for legislative intent and legislative history research.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 22122

3

**TITLE:** Legislative Manuals

**DATES:** 1979-

**ARRANGEMENT:** Chronological by publication year.

**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 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.

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

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical and research value of these manuals to document the function and procedures of the Legislature.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 25393

3

**TITLE:** Legislative staff working papers

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after legislative study ends and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 Secs. 20 (a)(b), 21, and 22



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 23856

3

**TITLE:** Litigation files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by case name.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain information on lawsuits and investigations involving the Office of Legislative Research and General Counsel. Contents may include petitions, orders, motions, remedies, legal research and attorney work product.

**RETENTION:**

Permanent. Retain for 20 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:** 01/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives.

Audio cassettes: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 23856

**TITLE:** Litigation files

(continued)

**PRIMARY DESIGNATION:**

Protected      Utah Code 63G-2-305(16-18) (2019).

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 19177

3

**TITLE:** Personnel files

**DATES:** ca.1950-

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

Includes fiche from the 1950s (starting dates) to 1970s (ending or filming date). Files include employment applications and notices of personnel actions on employees.

**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 1 year after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 19177

**TITLE:** Personnel files

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 2888

3

**TITLE:** Publications

**DATES:** 1947-

**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.

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

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

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

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

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 2888

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical and research value of these publications to document the function of the Office of the Legislative Research and General Counsel.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 24138

3

**TITLE:** Research reports

**DATES:** 1976-

**ARRANGEMENT:** Numerical by report number.

**DESCRIPTION:**

These are reports to the Legislature regarding research done on subjects for potential legislation. 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(7)(2017) and 9-7-208(4)(2006).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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 document the functions and performance of the state legislature.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 24138

**TITLE:** Research reports

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26578

3

**TITLE:** Senate confirmation committees appointment records

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date.

**DESCRIPTION:**

These records document the function of various Senate confirmation committees to review and consider appointments to specific boards or positions and then make recommendations to the Senate. Records document each stage of the nomination and confirmation process and include applications, resumes, and additional information collected through the application and interview process.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 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 Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

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

**APPRAISAL:**

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

These records have historical value to researchers as they document the process used to appoint Judges, the Board of Pardons and Parole, and similar bodies in the State of Utah.

**AGENCY:** Legislature. Office of Legislative Research and General Counsel

**SERIES:** 26578

**TITLE:** Senate confirmation committees appointment records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(f) (2015)

**SECONDARY DESIGNATION(S):**

Exempt. Utah Code 67-1-2(4) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.