

# Retention and Classification Report

**Agency:** National Guard (694)

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

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**AGENCY:** National Guard

**SERIES:** 10346

3

**TITLE:** Accident and incident report case files

**DATES:** 1967-

**ARRANGEMENT:** None

**DESCRIPTION:**

This record series contains accident and incident case files. The records are used to document accidents involving National Guard personnel while on duty, National Guard equipment, and claims for destroyed or missing personal belongings of National Guard members. Information includes investigation reports and witness statements about vehicular accidents, injuries, missing or destroyed property, claims filings, etc.

**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.

Microfilm master: For records beginning in 1967 through 1982.  
Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the requirements of the United States Army's records retention schedule FN 385-10f. The authority for this is derived from NC1-AU-82 and N1-AU-96-6.

**AGENCY:** National Guard

**SERIES:** 10346

**TITLE:** Accident and incident report case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** National Guard

**SERIES:** 10347

**TITLE:** Annual reports

**DATES:** 1896-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to agency activities, staff, facilities, projects, Adjutant General, military, National Guard, recruiting, public affairs, museum and historical services, unit locations, and organizational charts.

**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:** National Guard

**SERIES:** 10347

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** National Guard

**SERIES:** 22231

**TITLE:** Attendance records

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These attendance records are officially known as Department of the Army Form 1379 (DA Form 1379) and are used to document the attendance of National Guard members during their required monthly unit training (drill). Each four-hour period of training is called a Unit Training Assembly (UTA), and each eight-hour period a Multiple Unit Training Assembly (MUTA). Information on the DA Form 1397 includes the name, rank, and Social Security number of the service member as well as the name and identification number of the unit and the training dates. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**AGENCY:** National Guard

**SERIES:** 22231

**TITLE:** Attendance records

(continued)

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 and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is in accordance with AR 140-185 and the Army Records Information Management System (ARIMS).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** National Guard

**SERIES:** 22226

3

**TITLE:** Budget and audit reports

**DATES:** 1961-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are agency reports from the end of the fiscal year on the status of appropriation accounts and apportionment. Information also includes fiscal correspondence, budget request records, work program requests, audits, and ten-year plans to acquire lands (which include maps) and build armories. Organizational charts are included which help explain the organization of the office.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**AGENCY:** National Guard

**SERIES:** 22226

**TITLE:** Budget and audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** National Guard

**SERIES:** 27397

1

**TITLE:** Military Human Resource Records

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by surname or numerical by Social Security Number search.

**DESCRIPTION:**

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records are scanned and indexed in iPERMS and then destroy provided iPERMS backup has passed inspection.

Digital image: Retain in Office for 62 years and then transfer to National Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on the need to maintain National Guard members' records throughout their careers and into retirement.

**AGENCY:** National Guard

**SERIES:** 27397

**TITLE:** Military Human Resource Records

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302(1)(f)(2008)

**AGENCY:** National Guard

**SERIES:** 6842

3

**TITLE:** Official military correspondence

**DATES:** 1942-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records, not duplicated elsewhere, that document how the office is organized and functions as well as its pattern of action, policies, procedures, and achievements. Includes electronic mail that communicates the above. 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 for 2 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 Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** National Guard

**SERIES:** 6842

**TITLE:** Official military correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** National Guard

**SERIES:** 80088

3

**TITLE:** Official orders

**DATES:** 1942-

**ARRANGEMENT:** Numerical by order number, thereunder chronological.

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

These are official orders issued by the adjutant general's office placing individuals and units on active duty, directing them to take a particular action, granting them an award, or calling for unit reorganization. As of 2008, only unit reorganizations, and award notification will be included in series.

**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:** 01/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative needs end and then delete.

Microfiche master: 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.

Compact disc: Retain in Office until administrative needs end and

**AGENCY:** National Guard

**SERIES:** 80088

**TITLE:** Official orders

(continued)

then destroy.

**APPRAISAL:**

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

This disposition is based on AR 600-8-105 (Military Orders) and the Army Records Information System (ARIMS).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** National Guard

**SERIES:** 10328

3

**TITLE:** Pay vouchers

**DATES:** 1968-

**ARRANGEMENT:** None

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfiche master: For records prior to and including 2000. Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Series has temporary administrative and fiscal value and may be destroyed according to retention schedule.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** National Guard

**SERIES:** 2221

3

**TITLE:** Publications

**DATES:** 1896-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records may contain annual report. These records include publications available to the public that document activities of the National Guard. Consists primarily of isolated publications not part of a more specific series. 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.

**AGENCY:** National Guard

**SERIES:** 2221

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

These records are of historical value because they document the activities of the National Guard and are publications that were available to the public. They also have intrinsic value due to their age and because of the proximity in date to the Spanish American War.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** National Guard

**SERIES:** 26076

3

**TITLE:** Security revocation files

**DATES:** 1982-

**ARRANGEMENT:** Chronologically by year and thereunder alphabetically by surname.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Occasionally the National Guard revokes security clearance for certain personnel. The records in these files document those revocations. Files include both records relating to the original grant of security clearance and to the revocation of that clearance. Records relating to the current security clearance status of personnel.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** National Guard

**SERIES:** 26076

**TITLE:** Security revocation files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** National Guard

**SERIES:** 22201

3

**TITLE:** State active duty orders

**DATES:** 1942-

**ARRANGEMENT:** Chronological, thereunder numerical.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are official orders issued under the authority of the Governor when National Guard members or units are activated for state emergencies. State active duty orders are also issued when state government has identified and funded specific individual or unit military training.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2000

**FORMAT MANAGEMENT:**

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

Digital image: Retain in Office until administrative needs end and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition based on AR 600-8-105 (Military Orders) and the Army Records Management System (ARIMS).

**AGENCY:** National Guard

**SERIES:** 22201

**TITLE:** State active duty orders

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.