

## Retention and Classification Report

**Agency:** Office of Tourism (1151)

Utah Office of Tourism  
324 South State Suite 500  
Salt Lake City, UT 84111  
801-538-1900

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

02408	Calendar of events
27443	Council Hall and agency history
02501	Executive correspondence
05864	Maps and charts
02515	Meeting minutes
02994	News releases
02509	Personnel records
02508	Publications
02435	Travel guides
22807	Travel posters
05544	Travel promotion films and audiovisual material

**AGENCY:** Office of Tourism

**SERIES:** 2408

3

**TITLE:** Calendar of events

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These calendars support the agency's function to promote tourism in the state. The calendars provide information about events of interest including dates, cities, locations, and names of the events.

**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.

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

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions and have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 2408

**TITLE:** Calendar of events

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 27443

3

**TITLE:** Council Hall and agency history

**DATES:** 1961-1975, 2004, 2008-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the agency's history and efforts to promote tourism in the state. They may include scrapbooks, photographs, articles, program notes, and information about agency development, as well as events and programs sponsored or funded by the agency.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

These records document the history of the historical Council Hall (Utah's second capitol). Most files date from around the time the building was acquired by the State of Utah. In addition, it includes record of the history of the agency.

**AGENCY:** Office of Tourism

**SERIES:** 27443

**TITLE:** Council Hall and agency history

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2501

3

**TITLE:** Executive correspondence

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records support the agency's function to promote tourism in the state. These records are incoming and outgoing business-related correspondence of agency executives, including email, that provide unique information relating to the functions, policies, procedures or programs of a state agency.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**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 after separation and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Executive email documents decision-making and provides agency history.

**AGENCY:** Office of Tourism

**SERIES:** 2501

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Office of Tourism

**SERIES:** 5864

3

**TITLE:** Maps and charts

**DATES:** 1947-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Office of Tourism

**SERIES:** 2515

3

**TITLE:** Meeting minutes

**DATES:** 1965-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains minutes from agency meetings.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2994

3

**TITLE:** News releases

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are created for distribution to the news media or the public via social media. Records include speeches, press releases, public announcements, images, public interest items, or similar records.

**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).

News releases document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2509

3

**TITLE:** Personnel records

**DATES:** 1958-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records are the complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to Utah Code 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 employee'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 authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**AGENCY:** Office of Tourism

**SERIES:** 2509

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-301(2)(b)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**AGENCY:** Office of Tourism

**SERIES:** 2508

3

**TITLE:** Publications

**DATES:** ca. 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, travel, tourism, parks, recreation, lodging, camping, hiking, ghost towns, tours, hunting, fishing, and all other activities of the Division of Travel Development (Travel Council). Consists primarily of isolated publications not part of a more specific series.

**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).

Publications which document agency history and functions have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 2508

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2435

3

**TITLE:** Travel guides

**DATES:** 1966-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains travel guides published by the Division of Travel Development (Travel Council) promoting Utah. The guides contain information pertaining to history, culture, visitor resources, parks, forests, wilderness areas, scenic byways, hiking, winter sports, bicycling, water sports, wildlife, golf, historical sites and buildings, museums, performing arts, events, festivals and celebrations.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 2435

**TITLE:** Travel guides

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Office of Tourism

**SERIES:** 22807

3

**TITLE:** Travel posters

**DATES:** ca. 1975, 2007-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are posters published and distributed by the agency in order to promote Utah as a tourist destination.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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).  
The records in this series document travel promotion.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on.

**AGENCY:** Office of Tourism

**SERIES:** 5544

3

**TITLE:** Travel promotion films and audiovisual material

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by title

**DESCRIPTION:**

Movie films, soundtracks, reel-to-reel audio tapes, one B/W photo, slides. May have some other agencies' materials boxed with them (Fish and Game? University of Utah health films? Rampton campaign?). Includes: Boham deer hunt; Southern Utah Counties; Flaming Gorge; Deer hunting on a tote gote; Utah tourist kids parade; Frontiers in Wyoming water; UTC Pres'n.; Utah Tourist; Different World of Utah; Ski Utah; Days of '47 Parade; Concrete Arch; Tourist Publicity; Federal and Hidden Splendor-Wyoming; Rampton election campaign; How to make a potato print; Hydraulic patient lifter; How to say no; Combined States ski film; Early Lake Powell; Flight of the Snowbirds; Weber Basin; Snow; Water; Clear water on the Colorado; Game Trails; Adventuring in Utah; Colorado River; Hidden Splendor; Canyon Conquest; Operation Glen Canyon; Four Corners & Northwest; Southeastern Utah; To tell or not to tell; Operation Fish and Game; Fastest mile ever driven (Bonneville Salt Flats and Mormon Meteor) included, at least on the video copy.

**RETENTION:**

Permanent. Retain for 3 year(s) after 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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Motion picture film master: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.

**AGENCY:** Office of Tourism

**SERIES:** 5544

**TITLE:** Travel promotion films and audiovisual material

(continued)

Video recordings master: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The films and audiovisual materials document the history of the state and well as the functions of the agency. These have ongoing research value.

**PRIMARY DESIGNATION:**

Public