

## Retention and Classification Report

**Agency:** Department of Environmental Quality. Water Quality Board (1331)

P.O. Box 144870  
195 North 1950 West (84116)  
Salt Lake City, UT 84114-4870  
801-538-6146

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

24215	Publications
81872	Water Pollution Control Committee administrative files
07795	Water Pollution Control Committee minutes
29980	Water Quality Board meeting minutes and materials

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 24215

3

**TITLE:** Publications

**DATES:** 1953-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Records created by the board, including pamphlets, reports, and other published or processed documents. These records include information on water pollution, river flow measurement, sewage treatment, wastewater disposal, and other issues addressed by members of the Water Quality Board and its precursors. 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(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.

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 24215

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 81872

3

**TITLE:** Water Pollution Control Committee administrative files

**DATES:** 1966-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is the record of the members of the committee, their qualifications, and their activities while on the board. The files include resumes, travel reimbursement requests, appointment letters, and letters of appreciation for outgoing members. Personal information may include age, current and past addresses, educational level, employer, employment history, ethnic group, job position information (grade/step, etc.), membership in groups, name, occupation, occupational licenses, political affiliations, signature, and social security number.

**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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). As a body charged with helping set programs and policies to control water pollution, information as to the members of the committee and their backgrounds is of research value. For administrative ease, these records should be kept in the office as long as the member is active on the committee.

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 7795

4

**TITLE:** Water Pollution Control Committee minutes

**DATES:** i 1953-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record of the committee created to establish programs to prevent, abate, or control water pollution; to establish standards of water quality in the state; to approve or deny permits to discharge pollution; and to engage in other activities designed to control water pollution. It included the time and place of the meeting, people present, issues discussed, and decisions made.

**RETENTION:**

Permanent. Retain for 1 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:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The minutes of this committee's meetings have permanent research value. The in-office retention was established through discussion with the staff.

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 29980

3

**TITLE:** Water Quality Board meeting minutes and materials

**DATES:** 1991-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are minutes summarizing Water Quality Board meetings pertaining to programs to prevent, abate, or control water pollution, to establish standards of water quality in the state; to approve or deny permits to discharge pollution; and to engage in other activities designed to control water pollution. Records include the time and place of the meeting, attendees, issues discussed, and decisions made.

**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:**

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

Paper: Retain in Office for 1 year 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 because they provide evidence of significant policy formulation and business processes of the government, and they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Department of Environmental Quality. Water Quality Board

**SERIES:** 29980

**TITLE:** Water Quality Board meeting minutes and materials

(continued)

**PRIMARY DESIGNATION:**

Public