Retention and Classification Report

Agency: Governor's Office of Economic Opportunity. Centers of Excellence (1832)

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Records Officer: _____

14895	Centers of Excellence Program Advisory Council minutes
14898	Centers of Excellence Program annual reports
14888	Centers of Excellence Program contract case files
14896	Centers of Excellence Program executive correspondence
14891	Centers of Excellence Program publications
14889	Centers of Excellence Program rejected proposal files
14886	Centers of Excellence Program semi-annual reports
14887	Employee travel files
14897	Monthly activity reports
14899	Technology Alliance Program executive correspondence
14571	Technology Alliance Program requests for proposal
14892	Telephone bills

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14895 3
TITLE: Centers of Excellence Program Advisory Council minutes
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are minutes, agenda, executive summaries of proposed projects, and any other related documents or supporting material associated with the advisory council. They indicate the history of the program and the achievements and decisions of the advisory council. Information includes names of persons present, meeting dates, items considered, conclusions reached, and projects approved or disapproved.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14898 3
TITLE: Centers of Excellence Program annual reports
DATES: 1987-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These reports are filed annually with the State Legislature, and are created due to legislative mandate. Information includes a summary of active and discontinued centers' activities during the preceding year, spin-off companies formed from the centers, and economic impact for the state in jobs and income from the Centers of Excellence Program.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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 as 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.

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14898
TITLE: Centers of Excellence Program annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14888 3
TITLE: Centers of Excellence Program contract case files
DATES: 1989-
ARRANGEMENT: Alphabetical by center or university name
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These are project proposals, contracts, contract amendments, budget summaries, invoices, correspondence, and audit-related documents. They document the progress of individuals receiving funds from the Centers of Excellence Program and record the contractual obligations of the Department of Community and Economic Development (DCED) and the Centers of Excellence. Information includes name and address of center; terms of funding agreement; expiration dates; amounts paid by DCED; detail of expenditures by center; project goals and criteria for evaluation; evaluation of compliance with goals; matching funds received by the contractor from non-DCED sources; a summary of the proposed project; budget estimates to engage in and complete the project; any supporting material offered by the private entity; dates of reports; report periods; and summaries of any technical progress on the project.

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 for 7 years after expiration of contract and then destroy.

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14888
TITLE: Centers of Excellence Program contract case files

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on UCA 78-12-23 (1999), which says actions may not be brought six years after contract expiration.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(1),(2),(8)(2008).

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14896 3
TITLE: Centers of Excellence Program executive correspondence
DATES: 1987-
ARRANGEMENT: Alphabetical by subject or correspondent name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is the correspondence of the director of the Centers of Excellence Program. It is maintained to preserve a documentary history of the activities of the director and the program in Utah.

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 for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14891 3
TITLE: Centers of Excellence Program publications
DATES: 1987-
ARRANGEMENT: Alphabetical by center name
DESCRIPTION:

These one-page brochures are prepared as informational resources for the public about the Centers of Excellence Program and the individual centers. Each center has a brochure which lists the mission of the center, location, summary of research, and the name of a contact person.

RETENTION:

Permanent. Retain until completion of publication or report

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 until published and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14889 3
TITLE: Centers of Excellence Program rejected proposal files
DATES: 1989-
ARRANGEMENT: Alphabetical by center or university name.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after rejection or withdrawal and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(1) & (2)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14886 3
TITLE: Centers of Excellence Program semi-annual reports
DATES: 1987-
ARRANGEMENT: Chronological, thereunder alphabetical by center name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These reports are filed by the centers of excellence and document the progress of the centers of excellence. Information includes the center name, report date, report period, summary of expenditures, and a summary of any technical progress on the project.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14887 1
TITLE: Employee travel files
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

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: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14897 3
TITLE: Monthly activity reports
DATES: 1991-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These monthly activity reports are prepared for the Division of Business and Economic Development to facilitate their oversight of Technology Development. Information includes summaries of the activities of Technology Development employees, their projects, and their accomplishments.

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 historical value(s).

This disposition is based on the evidential value of this information for researchers interested in the activities of the division.

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14897
TITLE: Monthly activity reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14899 3
TITLE: Technology Alliance Program executive correspondence
DATES: 1989-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This correspondence of the director of the Technology Alliance Program is maintained to preserve a documentary history of the activities of the director and the program in Utah.

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 for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14571 3
TITLE: Technology Alliance Program requests for proposal
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are solicited and unsolicited unsuccessful bids and proposals to provide products or services to an agency by a private contractor.

RETENTION:

Retain for 6 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 Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after contract expires or until proposal is rejected and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Economic Opportunity. Centers of Excellence

SERIES: 14892 3
TITLE: Telephone bills
DATES: 1987-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.