Retention and Classification Report

Agency: Board of Supplies and Purchase (1108)

, UT

Records Officer

00188	*	Account claims
23302	*	Biennial reports
11895	*	Fish and Game Department account book
01019	*	Purchase register
23303	*	Rules and regulations

AGENCY: Board of Supplies and Purchase

SERIES: 188 3
TITLE: Account claims
DATES: 1933-1939.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This series contains claims from various state departments requesting money to cover specific expenses.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical

These records detail supplies for state agencies in the 1930s.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Supplies and Purchase

SERIES: 23302 3
TITLE: Biennial reports
DATES: 1929-1932.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains reports of Board of Supplies and Purchase activities from the two previous years with information pertaining to agency activities, agency staff, salaries, legislation, and fiscal and financial operations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records document the policies, procedures, and function of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Supplies and Purchase

SERIES: 11895 3
TITLE: Fish and Game Department account book
DATES: 1927-1929.
ARRANGEMENT:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

AGENCY: Board of Supplies and Purchase

SERIES: 1019 3
TITLE: Purchase register
DATES: 1928-1941.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Itemized lists of claims to be charged to agency appropriations were submitted to the Board of Supplies and Purchase for approval. Two different forms were used: Form F-2 and form F-2-B. Both are intermingled in two post binders. Both forms include the dates of the appropriation period, the date of the claim, the name of the department, and the name of the department head at the top of the form. Summaries at the bottom of the page include total, claims previously approved, total claims to date, appropriation, credits, and balance available. Distinct column headings for Form F-2 include: claim number; claimant; equipment; repairs; and permanent improvements. Distinct headings for Form F-2-B include: claim number; claimant; salaries, wages, and fees; office expenses; and travel. More specific categories appear under each major heading on both forms.
This majority of claims in this binder are from the Attorney General but a few from the Board of Parole are included. Correspondence regarding claims and other financial forms are also present.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Provides details of purchases for state agencies.

AGENCY: Board of Supplies and Purchase

SERIES: 1019
TITLE: Purchase register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Supplies and Purchase

SERIES: 23303 3
TITLE: Rules and regulations
DATES: 1931-1939.
ARRANGEMENT: Chronological.
DESCRIPTION:

These rules and regulations of the Board of Supplies and Purchase are created to administer purchases, supplies, meetings, fiscal and financial operations, and agency staff.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records document agency policies and procedures.

PRIMARY CLASSIFICATION:

Public