

# 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
These records document the policies, procedures, and function of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Board of Supplies and Purchase

**SERIES:** 11895

3

**TITLE:** Fish and Game Department account book

**DATES:** 1927-1929.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. 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:** 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Provides a historical view of purchases for state agencies.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**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 fiscal, and/or historical value(s).

These records document agency policies and procedures.

**PRIMARY DESIGNATION:**

Public