

Retention and Classification Report

Agency: Constitutional Revision Study Commission (240)

, UT

Records Officer: Bryant Howe

19742	*Administrative records
83592	Constitution
19546	Minutes
03171	*Publications
83976	Reports

AGENCY: Constitutional Revision Commission

SERIES: 19742

3

TITLE: Administrative records

DATES: 1977.

ARRANGEMENT:

DESCRIPTION:

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 8(a)(b) (2010) and 9-7-208 (2006)

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Disposition based on value of these records related to the activities and functions of the Constitutional Revision Study Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 83592

4

TITLE: Constitution

DATES: 1913-

ARRANGEMENT: Chronological.

DESCRIPTION:

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 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain ARchvies custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

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

This disposition is based on the publications' research value.

AGENCY: Constitutional Revision Commission

SERIES: 83592

TITLE: Constitution

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 19546

3

TITLE: Minutes

DATES: 1968-

ARRANGEMENT: Chronological by year, there under grouped by commission or subcommittee, thereunder by date.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

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.

AGENCY: Constitutional Revision Commission

SERIES: 19546

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 3171

3

TITLE: Publications

DATES: 1960-1966.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Includes: The Utah Tax on the Use of Tax-Exempt Property, 1964.

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: 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.

Disposition based on value in documenting the achievements, process and functions of the Constitutional Revision Study Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Constitutional Revision Commission

SERIES: 83976

3

TITLE: Reports

DATES: 1970-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports created by the Constitutional Revision Commission which provide an account of the commission's analysis and recommendations for Constitutional revisions. Each report contains a comprehensive examination and subsequent evaluation of the strengths and weaknesses of sections of the Constitution covered by the respective report. Each report also outlines actions taken to date as well as recommendations to address present and future needs.

RETENTION:

Retain 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.

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Constitutional Revision Commission

SERIES: 83976

TITLE: Reports

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting achievements, policies, procedures, and function of the Constitutional Revision Commission.

PRIMARY CLASSIFICATION:

Public