Retention and Classification Report

Agency: Capitol Commission (2499)

, UT

Records Officer

11271	*Bids
83918	*Biennial reports
01133	*Bonds and contracts
01135	*Capitol building plans
01134	*Capitol design competition renderings
01132	*Correspondence
18900	*Harriman estate check photograph
11274	*Minutes
11273	*Newspaper clippings
11275	*Photographs
11272	*Records

AGENCY: Capitol Commission

SERIES: 11271 4
TITLE: Bids

DATES: i 1909-1917.
ARRANGEMENT: Alphabetical by subject, thereunder chronological.
DESCRIPTION:

To pursue the legislative mandate to "erect a suitable building" to serve as the Utah state capitol, the Capitol Commission issued a call for construction bids to contractors and artisans. This series contains the bids submitted to the commission by those seeking employment. The collection includes bids for furnishings, heating and ventilating systems, elevators, vaults, cuspidors, lighting, and numerous others. The series also documents inquiries from contractors to the Capitol Commission regarding the bidding process, contracts, operational budgets, and contract decisions.
The bids include information on Utah craftsmen, architects, and contractors, and significant information about construction techniques, planning, bidding processes, and labor and material costs from the period.

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

AGENCY: Capitol Commission

SERIES: 11271
TITLE: Bids

(continued)

APPRAISAL:

Historical
This disposition is based on the records unique nature and scarcity of related material as it documents the actions of the Capitol Commission and the construction of the capitol building.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 83918 4
TITLE: Biennial reports
DATES: i 1913-1916.
ARRANGEMENT: Chronological
DESCRIPTION:

This report is an account of the monies used to build the State Capitol Complex. The report contains specific construction details and land procurement operations. The 1915-1916 edition includes more specific design expenditures and a small history of the construction. Pictures of various stages are also included. The report functions as the official publication of the building's construction.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/19/1989

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:

Historical
This disposition is based on the 1990 Utah General Retention Schedule, Schedule 1, Item 6.

AGENCY: Capitol Commission

SERIES: 83918
TITLE: Biennial reports

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 1133 4
TITLE: Bonds and contracts
DATES: i 1909-1917.
ARRANGEMENT: Alphabetical by subject, thereunder chronological.
DESCRIPTION:

In pursuing its legislative mandate to "erect a suitable building" to serve as the state capitol, the Commission entered into various legal agreements during the construction process. This series contains copies of bonds, contracts, and agreements issued by the Capitol Commission including those for furnishings, heating, lighting, fire proofing, decorative work such as painting and sculpture, flooring, and marble work. Building costs such as for materials and labor, insurance and bonding practices at the beginning of the twentieth century, the value of furnishings, and contractual agreements between general contractors and subcontractors are documented.
This series includes information on Utah artists and craftsmen, architects, city and state officials, and significant information about construction techniques, planning, and labor costs from the period.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

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

AGENCY: Capitol Commission

SERIES: 1133
TITLE: Bonds and contracts

(continued)

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

APPRAISAL:

Historical

This disposition is based on the records unique nature and scarcity of related material. This series serves as a primary source of documentation for the Capitol Commission and the construction of the capitol building.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 1135 4
TITLE: Capitol building plans
DATES: 1912-1914.
ARRANGEMENT: Numerical by architect's drawing number.
DESCRIPTION:

These are the original building plans created by the capitol architect, Richard Kletting, for the construction of the Capitol Building. The series includes plans for framing, various construction details, columns and stone work, dome framing, foundation and footings, cross-sections, and building elevations from various angles. The originals are blueprints, blueprints on linen, and tracings. Final plans and specifications for approved and constructed state buildings.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 2.

AUTHORIZED: 04/07/2000

FORMAT MANAGEMENT:

Architectural drawings: Retain in State Archives permanently and then microfilm.

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

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

CD-ROM: Retain in State Records Center until more long-term format determined for copies and then destroy.

AGENCY: Capitol Commission

SERIES: 1135
TITLE: Capitol building plans

(continued)

APPRAISAL:

Historical
Disposition based on records unique nature as the primary source of information on the original building plans of the Utah State Capitol Building.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 1134 4
TITLE: Capitol design competition renderings
DATES: i 1909-1917.
ARRANGEMENT: Alphabetical by name of individual architect or firm
DESCRIPTION:

In order to select an architect to design Utah's State Capitol building, a design competition was held. This series contains the materials generated by that competition. The series includes numerous photographs and drawings of ideas for the capitol building, actual submissions for the design competition, a document establishing the rules for the design contest, and numerous photographs submitted as examples of competing architects work. [The winner of the competition is not included.]

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

APPRAISAL:

Historical
This disposition is based on the records unique nature and scarcity of related material. The series serves as the primary source of documentation for the Capitol Commission's design competition and includes information on Utah and out of state architects, architectural firms, and rules established by the Capitol Commission.

AGENCY: Capitol Commission

SERIES: 1134
TITLE: Capitol design competition renderings

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 1132 4
TITLE: Correspondence
DATES: i 1911-1917.
ARRANGEMENT: Alphabetical by name or subject, thereunder chronological.
DESCRIPTION:

The Commission was created to "cause a suitable design, together with plans and specifications . . . to be prepared for the erection of a state capitol building" in Utah. This series contains the commission's general correspondence addressing the design competition for the building. Letters from prominent artists and designers include those from: John W. Clawson, Cyrus E. Dallin, J. Leo and Avard Fairbanks, Gavin H. Jack, and Mahonri Young. There are also numerous suggestions from local citizens. The collection also contains important correspondence between the person eventually chosen through the competition as the capitol architect, Richard K.A. Kletting, and various individuals and organizations connected with the construction of the capitol. Additionally, the series contains information on construction techniques, planning, and labor costs from the period.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

Microfilm duplicate: 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: Capitol Commission

SERIES: 1132
TITLE: Correspondence

(continued)

APPRAISAL:

Historical

This disposition is based on the records unique nature and scarcity of related material as it documents the actions of the Capitol Commission.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 18900 4
TITLE: Harriman estate check photograph
DATES: 1911.
ARRANGEMENT: None
DESCRIPTION:

A photograph of a check for inheritance taxes from the estate of E.H. Harriman, owner of Union Pacific Railroad. This payment formed the basis for building a capitol building. The check was drawn on the Guaranty Trust Company of New York and payable to the order of David Mattson, Treasurer, State of Utah, for seven hundred ninety-eight thousand five hundred forty-six and 85/100 dollars. The check was photographed by Shiplers Commercial Photographers, Salt Lake City.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on the association of this check with the building of the state capitol.

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Commission

SERIES: 11274 4
TITLE: Minutes
DATES: i 1909-1916.
ARRANGEMENT: Chronological.
DESCRIPTION:

The Capitol Commission was authorized, empowered and directed to cause a suitable design, together with plans and specifications to be prepared for the erection of a State Capitol upon the Capitol grounds in Salt Lake City. This series contains the minutes of the Utah Capitol Commission's formal meetings and function as a record of members present at meetings, outside consultants, expenses incurred by commission members, rules for the design competition, discussions about bids and the issuing of contracts, agreements for expenditures, and a list of the original cornerstone contents.

RETENTION:

Retain permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

Microfilm duplicate: 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: Capitol Commission

SERIES: 11274
TITLE: Minutes

(continued)

APPRAISAL:

Historical
This disposition is based on the records unique nature and scarcity of related material as the series documents the actions of the Capitol Commission.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 11273 4
TITLE: Newspaper clippings
DATES: i 1909-1917.
ARRANGEMENT: None.
DESCRIPTION:

This series documents public relations efforts by the Capitol Commission and public opinion regarding the building of the state capitol. It contains newspaper clippings collected by the Capitol Commission with the bulk of the series focusing on articles addressing the design competition for the capitol building, arguments for and against construction, location issues, calls for voter participation, messages from Governor Spry, and highlights from the construction process such as the laying of the cornerstone.

RETENTION:

Retain 75 years and microfilmed passed inspection.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 75 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

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

APPRAISAL:

Historical
This disposition is based on the unique nature of the records and the scarcity of related material. These articles function as a primary source of documentation for the Capitol Commission.

AGENCY: Capitol Commission

SERIES: 11273
TITLE: Newspaper clippings

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 11275 4
TITLE: Photographs
DATES: i 1909-1917.
ARRANGEMENT: By type with individual photographs arranged chronologically and the photograph album arranged by page number.
DESCRIPTION:

This series contains photographs which functioned as documentation of the construction of the State Capitol. The majority of the series contains pictures of the finished capitol building, ground breaking ceremony, initial excavation of the construction site, and individuals involved in the construction process. The collection also holds a unique commemorative photograph album produced by Shipler's Commercial Photographs of Salt Lake City which was presented to commission members. The album documents the various phases of construction and construction details including cement, granite, and marble work, monoliths, interior details, phases of arch and dome construction, and numerous pictures from various angles of the exterior.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

Microfilm duplicate: 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: Capitol Commission

SERIES: 11275
TITLE: Photographs

(continued)

APPRAISAL:

Historical

This disposition is based on the photographs unique nature and scarcity of related material. The series serves as a primary source of documentation for the Capitol Commission.

PRIMARY DESIGNATION:
Public

AGENCY: Capitol Commission

SERIES: 11272 4
TITLE: Records
DATES: i 1909-1918.
ARRANGEMENT: Alphabetical by name or subject, thereunder chronological.
DESCRIPTION:

This series records the Capitol Commission's miscellaneous office decisions including the application process for the commission secretaryship and grounds superintendent, the original program created by the commission for the architects competition, a variety of commission financial records, and petitions and correspondence received by commission members addressing the issue of utilizing Utah labor and building materials. This collection also contains important correspondence to and from the Capitol Commission concerning the various stages of construction and changes made to the original plans and budget from the general contractor.
The series includes information on Utah artists and craftsmen, architects, city and state officials, and significant information about construction techniques, planning, and labor costs from the period.

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

M-Disk: Retain in State Archives permanently with authority to

AGENCY: Capitol Commission

SERIES: 11272
TITLE: Records

(continued)

weed.

APPRAISAL:

Historical

This disposition is based on the records unique nature and scarcity of related material. This series serves as a primary source of documentation for the Capitol Commission and the construction of the capitol building.

PRIMARY DESIGNATION:
Public