

Retention and Classification Report

Agency: Utah Statehood Centennial Commission (2506)

324 South State
Salt Lake City, UT 84111

Records Officer

18635 *Administrative records
19204 *Advertising and public relations records
14938 *Annual reports
18618 *Audio-visual materials
19200 *Centennial products
19198 *Chronological files
14617 *County centennial committees case files
19202 *Doug Blaser's subject files
19199 *Exhibit materials
14614 *Grants activity log
14610 *Grants case files
14944 *Interdepartmental transfer requests
19197 *Kim Burningham's subject files
18614 *Legislative records
14615 *Licensing activity log
14612 *Licensing case files
14936 *Minutes
18609 *Newsletters
19196 *Newspaper clippings
18611 *Officially licensed centennial products
23139 *Payment documents
14941 *Petty cash records
19513 *Postage stamp art
19514 *Posters
18617 *Preparatory workshop event files
14611 *Rejected grant applications
14613 *Rejected licensing applications
18610 *Request log files
14616 *Royalties activity log
14942 *Travel reimbursement files
18627 *Wagon train event files
14943 *Warrant requests

AGENCY: Utah Statehood Centennial Commission

SERIES: 18635

3

TITLE: Administrative records

DATES: 1992-1997.

ARRANGEMENT: None

TOTAL VOLUME: 4.50 cubic feet.

DESCRIPTION:

These records document the varied activities of the Centennial Commission. They include general office records such as personnel files, budget records, audit reports, computer working discs, etc. They also include the work records, calendars, reports, correspondence, photographs, etc. pertaining to the special events and activities sponsored in honor of the centennial: Buffalo soldiers visit, ambassador program, passport program, centennial tree, State fair activities, kick-off events, balls, workshops, etc.

RETENTION:

Retain until end of centennial year.

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 Office until end of the centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical research value this information holds.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18635

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19204

3

TITLE: Advertising and public relations records

DATES: 1994-1996.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records were the working files of the public relations officer of the Centennial Commission from May 1994 through August 1996, who worked with the media, did public relations, and advertising. Information includes correspondence, drafts of press releases, and other information about centennial events.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value these records hold for researchers.

AGENCY: Utah Statehood Centennial Commission

SERIES: 19204

TITLE: Advertising and public relations records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14938

3

TITLE: Annual reports

DATES: 1988-1997.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

These annual reports are submitted by the Centennial Commission to the State Legislature. They facilitate effective oversight of the commission by the legislature and document the history, policies, and activities of the commission. Information includes descriptions of projects underway, statistical information on the progress of the licensing and grant programs, and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after centennial celebration and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the state's centennial activities, programs, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18618

3

TITLE: Audio-visual materials

DATES: 1996-1997.

ARRANGEMENT: None

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

Videos, cassette tapes, and compact discs, including radio and television spots, a promotional video distributed to all schools and agencies, music, etc. pertaining to centennial activities around the state.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Video recordings master: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

Video recordings duplicate: Retain in Office until administrative need ends and then destroy.

Sound recordings: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical research value of this information.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18618

TITLE: Audio-visual materials

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19200

3

TITLE: Centennial products

DATES: 1992-1997.

ARRANGEMENT: None

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Various publications and products created as part of the centennial. Includes lesson plans, Beehive History, songs, scrapbooks, legacy plaques, calendar, History Blazer, vendor catalog, etc.

RETENTION:

Retain until end of centennial year.

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 1, Item 25.

AUTHORIZED: 08/27/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19198

3

TITLE: Chronological files

DATES: 1993-1994.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This outgoing correspondence of the Centennial Commission director, plus news releases and similar material, documents the history of the commission, its policies, and the activities of its director. Correspondence and similar dated material provides running documentation of what the Centennial Commission did.

RETENTION:

Retain until end of centennial year.

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 1, Item 9.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Utah Statehood Centennial Commission

SERIES: 19198

TITLE: Chronological files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14617

3

TITLE: County centennial committees case files

DATES: 1993-1997.

ARRANGEMENT: Alphabetical by county

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These requests for reauthorization are from county level organizations to the Centennial Commission to continue participation as centennial committees. They are maintained to administer the authorization of local county organizations. Information includes the county name; name, address, and phone number of contact person; summary of activities and projects; plans for future projects; and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after centennial celebration and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
This disposition is based on the historical value of this information.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19202

3

TITLE: Doug Blaser's subject files

DATES: 1992-1994.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the time that Doug Blaser served as director of the Centennial Commission, from January 1992 through January 1994. He was responsible for getting the necessary legislation adopted and starting the centennial license plate program, which funded the centennial activities. Information includes correspondence, drafts of legislation, meeting minutes, and license plate design records.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value these records have to researchers.

AGENCY: Utah Statehood Centennial Commission

SERIES: 19202

TITLE: Doug Blaser's subject files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19199

3

TITLE: Exhibit materials

DATES: 1996-1997.

ARRANGEMENT: None

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

Scrapbooks, photographs, strategic planning slide presentation, articles, program notes and documentation of events sponsored or funded by an agency.

RETENTION:

Retain until end of centennial year.

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 1, Item 4.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the Commission's activities, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14614

4

TITLE: Grants activity log

DATES: 1993.

ARRANGEMENT: Chronological by application date

TOTAL VOLUME:

DESCRIPTION:

Electronic log of weekly printouts maintained to administer the Centennial Commission Grants Program. Information includes name, address, and phone number of grantee; purpose; application number; presentation date (before the Centennial Commission's Committee); committee and commission approval or disapproval; amount requested; amount approved; project grand total cost (including other funding sources); and contract number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14610

4

TITLE: Grants case files

DATES: 1993-1997.

ARRANGEMENT: Numerical by contract number

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These applications, grant contracts, contract amendments, quarterly reports, invoices, correspondence, and related documents are maintained to document the activities funded by the commission and carried out by local organizations (county centennial commissions, individuals, and non-profit private organizations) to celebrate the centennial of Utah statehood in 1996. Information includes the name, address, and location of applicant; name of contact person; description of planned activities; budget estimates; application status with the Centennial Commission; amount awarded; amounts disbursed with dates of disbursement; and narrative descriptions of progress of the grantee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after centennial celebration and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of this information.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14944

3

TITLE: Interdepartmental transfer requests

DATES: 1988-1996.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 26.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19197

3

TITLE: Kim Burningham's subject files

DATES: 1994-1995.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

These records document the time that Kim Burningham spent as director of the Centennial Commission, from March 1994 through December 1995. These files cover all subjects of interest to him, plus events related to the centennial celebration. Information includes correspondence, meeting minutes, and reference material.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value these records hold for researchers.

AGENCY: Utah Statehood Centennial Commission

SERIES: 19197

TITLE: Kim Burningham's subject files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18614

3

TITLE: Legislative records

DATES: 1989-1995.

ARRANGEMENT: None

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the establishment of the laws and procedures the Centennial Commission would abide by and include copies of legislation proposed and passed.

RETENTION:

Retain until end of centennial year.

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 Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical research value these records hold.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14615

3

TITLE: Licensing activity log

DATES: 1993-1995.

ARRANGEMENT: Chronological by application date

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Electronic log, with weekly printouts, maintained to administer the Centennial Commission Product Licensing Program. Information includes name, address, and phone number of grantee; product; application number; presentation date (before the Centennial Commission's Committee); committee and commission approval or disapproval; application fee; exclusivity of license; project grand total cost (including other funding sources); and license number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14612

3

TITLE: Licensing case files

DATES: 1993-1997.

ARRANGEMENT: Numerical by license number

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These applications, contracts, contract amendments, correspondence, and related documents are maintained to document and administer the agreements which license private entities to use Centennial Commission logos to manufacture and sell products commemorating the centennial of Utah's statehood. Information includes the name, address, and location of applicant; name of contact person; description of marketing strategy; products to be marketed; budget estimates; terms of licensing contract, including royalties and fees; and amounts received by the Centennial Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after centennial celebration and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value this information may have to researchers interested in Utah history and its later interpretations by marketers.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14936

3

TITLE: Minutes

DATES: 1988-1996.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These minutes, agenda, and related records or materials associated with the meetings of the Centennial Commission are maintained to document the history of the commission and its decisions, conclusions, and activities. Information includes names of persons present, meeting dates, items considered, and decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after centennial celebration and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

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.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18609

3

TITLE: Newsletters

DATES: 1992-1997.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This newsletter was published irregularly and contains about seven volumes. Created to update the populace regarding centennial plans and activities, the newsletter was distributed to all public offices and schools, plus private individuals who requested it (in total about 7,000 destinations). Information in the newsletter includes a message from the chair and calendar items. The newsletter is entitled "The Utah Centennial Spirit."

RETENTION:

Retain until end of centennial year.

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 1, Item 25.

AUTHORIZED: 05/01/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical research value of this information.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18609

TITLE: Newsletters

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19196

3

TITLE: Newspaper clippings

DATES: 1988-1997.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

Newspaper clippings pertaining to centennial activities around the state.

RETENTION:

Retain until end of centennial year.

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 1, Item 4.

AUTHORIZED: 08/26/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18611

3

TITLE: Officially licensed centennial products

DATES: 1993-1996.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records establish which products would be officially licensed to bear the centennial logo. The marketing committee of the commission reviewed the applications. Information includes application, contract, royalties tracked, licensing fees paid, photos, catalog information and preparatory work to produce the catalog.

RETENTION:

Retain until end of centennial year.

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 Office until end of centennial year and then transfer to State Archives with authority to weed.

AGENCY: Utah Statehood Centennial Commission

SERIES: 23139

3

TITLE: Payment documents

DATES: 1994-1996.

ARRANGEMENT: Numerical by FI-NET document number

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 08/23/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14941

3

TITLE: Petty cash records

DATES: 1988-1996.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 33.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19513

3

TITLE: Postage stamp art

DATES: 1993-1994.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

Original art designs for proposed United States postage stamps celebrating Utah's centennial. The five designs, entitled "Eagle Gate," "Minijumbo State Seal," "Arch", "Star", and "Seagulls" are all by L. Burrows.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until centennial year ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the intrinsic value of the records.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 19514

3

TITLE: Posters

DATES: ca. 1996.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

Posters created in honor of Utah's centennial, often sponsored by or copyright by the Centennial Commission. Includes original art of proposed logos done by Timpview High School students, Provo.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until centennial year ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the intrinsic value of the records.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18617

3

TITLE: Preparatory workshop event files

DATES: 1993-1995.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

The Centennial Commission conducted preparatory workshops periodically to help the counties ready themselves for the events that would be taking place. The purpose was for teaching and orientation. The workshops were held in Logan, Brianhead, and St. George and typically included an attendance of 300 individuals. These records include training manuals distributed at the workshops as well as records pertaining to their planning, including correspondence, costs involved, and invitations.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical research value this information holds.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18617

TITLE: Preparatory workshop event files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14611

4

TITLE: Rejected grant applications

DATES: 1993-1997.

ARRANGEMENT: Numerical by application number

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

Applications submitted by individuals or groups seeking funds to hold activities to celebrate the centennial of Utah statehood, but rejected by the Centennial Commission. Accepted applications are made a part of Grants case files, series 14610. Information includes the name, address, and location of applicant; name of contact person; description of planned activities; budget estimates; and application status with the Centennial Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the State Archivist's review of the files. The rejected grants provide insight into the reasoning of the committee and background information on activities proposed for funding which would be of historic interest.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14613

3

TITLE: Rejected licensing applications

DATES: 1993-1996.

ARRANGEMENT: Numerical by application number

TOTAL VOLUME:

DESCRIPTION:

These applications for merchandise licenses have been received and rejected by the Centennial Commission. They document groups and individuals wanting to manufacture and sell products commemorating the centennial of Utah statehood. Accepted applications are part of Licensing case files, series 14612. Information includes the name, address, and location of applicant; name of contact person; description of marketing strategy; products to be marketed; budget estimates; and application status with the Centennial Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 18610

3

TITLE: Request log files

DATES: 1996-1997.

ARRANGEMENT: Alphabetical by log type, thereunder chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These logs tracked requests of the agency from the public, the disbursement of information, purchase of videos, and the rental (check in and check out) of the van, banners, and costumes. The logs were maintained for internal inventory purposes. Information includes employee name, needs or questions responding to, follow-up performed (what was sent or complaints resolved), rental rate, and name and address of requestor.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year (1997) and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18610

TITLE: Request log files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14616

3

TITLE: Royalties activity log

DATES: 1993.

ARRANGEMENT: Chronological by application date

TOTAL VOLUME:

DESCRIPTION:

Electronic log, with weekly printouts of royalties paid to the Centennial Commission by Product Licensing Program participants. Information includes name, address, and phone number of grantee; fee terms; fees paid; royalty terms; royalties paid by quarter; and miscellaneous terms or conditions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14942

3

TITLE: Travel reimbursement files

DATES: 1988-1996.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 45.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Utah Statehood Centennial Commission

SERIES: 18627

3

TITLE: Wagon train event files

DATES: June 1996.

ARRANGEMENT: Alphabetical by topic

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These records document the centennial wagon train, a commemoration of transportation at the time of statehood, which took place in June 1996. The train started in Logan and traveled to Cedar City, with an event happening every night it stopped (including speeches, a wedding, etc.). Each county was represented on the train, though the involvement was smaller outside of Salt Lake City. Information in event files typically includes correspondence, any permits required, invitations and programs, lists of who was invited, photos, preparatory and planning records, catering records, security and crowd control records, donation information, transportation information, chain of command for the event, what was rented or purchased to bring the event to pass, all bids and costs, and records documenting advance trips taken by staff to establish the sites.

RETENTION:

Retain until end of centennial year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

AGENCY: Utah Statehood Centennial Commission

SERIES: 18627

TITLE: Wagon train event files

(continued)

APPRAISAL:

Historical

This disposition is based on the historical research value this information holds.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Statehood Centennial Commission

SERIES: 14943

3

TITLE: Warrant requests

DATES: 1988-1996.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 05/16/1995

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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