

Retention and Classification Report

Agency: State Olympic Coordinator (2756)

, UT

Records Officer:

27484 *Reports
25370 *Subject files

AGENCY: State Olympic Coordinator

SERIES: 27484

3

TITLE: Reports

DATES: 1998-2002.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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.

APPRAISAL:

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

Reports provide background on the State of Utah's role in the 2002 Winter Olympic Games and its impact.

PRIMARY CLASSIFICATION:

Public

AGENCY: State Olympic Coordinator

SERIES: 25370

3

TITLE: Subject files

DATES: 1972-2004.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These records covers a wide range of subjects dealing with the Salt Lake City 2002 Olympic and Paralympic Winter Games. These records are the subject files of the Utah State Olympic Coordinator Office and contain many records that are duplicates of records of the Salt Lake Organizing Committee for the Olympic Winter Games of 2002(SLOC)now located at the University of Utah Marriott Library Special Collections department. The Coordinators office is closed and the records have been transferred to the governors office. These records include documentation of events, policies, news paper articles, program materials, studies, speeches, minutes, photographs, correspondence, reports, budgets, financial reports, agreements, contracts, and legislation. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

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 Office until office is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: State Olympic Coordinator

SERIES: 25370

TITLE: Subject files

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. These records will need to be reviewed for any private data elements and removed before released.

Protected. These records will need to be reviewed for any protected information and removed before released.