Retention and Classification Report

Agency: Governor. Office of Economic Development. Pioneer Communities Program (2758)
324 South State Street Suite 500
Salt Lake City, UT 84111

Records Officer

14500	Main Street Program application files
14498	Main Street Program contract case files
14499	Main Street Program correspondence
14501	Main Street Program national contract

AGENCY: Governor. Office of Economic Development. Pioneer Communities Program

SERIES: 14500 3

TITLE: Main Street Program application files

DATES: 1993-

ARRANGEMENT: Alphabetical by community name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These applications from local organizations for Main Street funds (a program which provides state funds for local communities to revitalize downtown areas), are maintained to facilitate administration of the program and to document those organizations which have applied for the funds. Information includes summaries of the community's commitment to the project, historic qualities of the downtown area, community demographics, and related information. Signed contracts are transferred to Main Street contracts case files, series 14498. Rejected applications remain in this series.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

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 for 2 years and then destroy.

AGENCY: Governor. Office of Economic Development. Pioneer Communities Program

SERIES: 14500

TITLE: Main Street Program application files

(continued)

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Office of Economic Development. Pioneer Communities Program

SERIES: 14498 3

TITLE: Main Street Program contract case files

DATES: 1993-

ARRANGEMENT: Alphabetical by contract recipient name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This series contains contracts, contract amendments, correspondence, mayoral requests for funds, and related materials and documents. They are maintained in order to document the obligations of the Main Street Program and the local participants in the program. Information includes the community name, name of Main Street organization, description of program, amounts of funds disbursed, and dates of disbursement.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

AUTHORIZED: 01/24/1995

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 for 6 years after termination of contract and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Office of Economic Development. Pioneer Communities Program

SERIES: 14499 3

TITLE: Main Street Program correspondence

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 43.

AUTHORIZED: 01/24/1995

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.

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

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor. Office of Economic Development. Pioneer Communities Program

SERIES: 14501 3

TITLE: Main Street Program national contract

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series contains contracts between Utah's Main Street Program and the national Main Street Organization, essentially a consulting firm. The records are maintained in order to document the obligations of the national firm to the Utah program. Information includes terms and duration of contract, date of contract, and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 5.

AUTHORIZED: 01/24/1995

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 for 6 years after termination of contract and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public