

Retention and Classification Report

Agency: Pioneer Sesquicentennial Celebration Coordinating Council
(2762)
300 Rio Grande
Salt Lake City, UT 84114-7610

Records Officer

19353 *By-laws and initial legislation records
19347 *Correspondence
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AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19353

3

TITLE: By-laws and initial legislation records

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records document the administrative actions of the Pioneer Sesquicentennial Council. Information includes their bylaws, records pertaining to the legislation establishing the Council and logo, and some correspondence.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19353

TITLE: By-laws and initial legislation records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19347

3

TITLE: Correspondence

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain 6 months.

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 Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

The correspondence documents the history and functions of this agency.

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19347

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19350

3

TITLE: County ambassador files

DATES: 1994-1998.

ARRANGEMENT: Alphabetical by county

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document county sesquicentennial activities and those appointed by county commissions to coordinate events. Information includes correspondence and reports of events that transpired.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19350

TITLE: County ambassador files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19358

3

TITLE: Governor's proclamation

DATES: January 1997.

ARRANGEMENT: None

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This document, signed by Governor Leavitt, proclaimed 1997 the pioneer sesquicentennial year as an official celebration. The proclamation was made 9 January 1997.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19358

TITLE: Governor's proclamation

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19344

3

TITLE: Grant files

DATES: 1994-1998.

ARRANGEMENT: Alphabetical by project name

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records document grant requests and contracts to use sesquicentennial funds for local celebration projects. Information includes the master grant form, all contract information, and a final report. In one instance, a film documentary produced from grant funds is also included. The title of the documentary is "Journey of Faith."

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19344

TITLE: Grant files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19346

3

TITLE: Meeting minutes

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the meetings of the Pioneer Sesquicentennial Council, formed by the Governor in July 1994. The 15-body Council met bi-monthly through 1994 and then monthly from March 1995 through July 1997.

RETENTION:

Retain 6 months.

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:

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Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Meeting minutes document agency deliberations, decisions, and actions. Meeting minutes have ongoing research value.

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19346

TITLE: Meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 18091

3

TITLE: Newsletters

DATES: 1995-

ARRANGEMENT: chronological

TOTAL VOLUME:

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.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19352

3

TITLE: Newspaper clippings

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Retain 6 months.

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 Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19352

TITLE: Newspaper clippings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19348

3

TITLE: Official recognition files

DATES: 1994-1998.

ARRANGEMENT: Alphabetical by project

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document the non-profit organizations that licensed with the Council to use the pioneer logo with their projects.

Information includes the licensing agreement and correspondence.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19348

TITLE: Official recognition files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19356

3

TITLE: Photographs

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These photographs depict pioneer sesquicentennial celebrations and related events. Also included are slides. Includes photographs from the logo unveiling and of the East Canyon Camp of the Mormon Trail Reenactment Wagon Train.

RETENTION:

Retain 6 months.

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 Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Photographs document the history of the agency and have ongoing research value.

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19356

TITLE: Photographs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 18092

3

TITLE: Press releases

DATES: 1996.

ARRANGEMENT: chronological

TOTAL VOLUME:

DESCRIPTION:

These press releases were written and distributed to the media to publicize activities associated with the Utah Pioneer Sesquicentennial.

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 15, Item 8.

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19349

3

TITLE: Publications

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These newsletters and other brochures were produced quarterly (or as needed) to promote pioneer sesquicentennial activities. The brochures include historical information and trail maps. The newsletter, begun in November 1995, was sent to all State Historical Society members, the Utah Heritage Foundation, local libraries, and other interested parties. In total, about 10,000 were usually printed.

RETENTION:

Retain 6 months.

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 Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The history and functions of this temporary agency are documented through its publications. These have ongoing research value.

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19349

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 22516

3

TITLE: Publicity files

DATES: 1995-1998

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

This series contains publicity files including audio and video tapes, fliers, posters, publications, correspondence, etc.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 15, Item 10.

These records document the history and functions of the Pioneer Sesquicentennial Committee.

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19354

3

TITLE: Special project files

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document the special sesquicentennial projects sponsored by the Council such as "The Night of Reflection", regional conferences, and other activities. In February 1997 a dinner was held, in conjunction with Legislature, to which community leaders were invited. This was done to advertise the sesquicentennial year and to encourage the involvement of education, business, and ethnic groups.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19354

TITLE: Special project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19351

3

TITLE: Status and final reports

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

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. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44. Largely budget reports and purchase orders.

RETENTION:

Retain 6 months.

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 Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19351

TITLE: Status and final reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19345

3

TITLE: Vendor files

DATES: 1994-1998.

ARRANGEMENT: Alphabetical by company name

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These records document the commercial entities that licensed with the Council to use the pioneer logo with their products. Information includes the licensing agreement and correspondence.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19345

TITLE: Vendor files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19357

3

TITLE: Video news coverage

DATES: 1994-1998.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This video is a compilation of news coverage of sesquicentennial events. The clips were compiled from many local television stations.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Video recordings duplicate: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Pioneer Sesquicentennial Celebration Coordinating Council

SERIES: 19357

TITLE: Video news coverage

(continued)

PRIMARY CLASSIFICATION:

Public