

Retention and Classification Report

Agency: Capitol Preservation Board (2799)

Capitol Preservation Board
120 State Capitol/PO Box 142110
Salt Lake City, UT 84114-2110
801-538-3074

Records Officer: Stephanie Angelides

24349 Architectural proposals and reports
25369 As built construction plans and specifications
24348 Minutes
28182 *Rededication material

AGENCY: Capitol Preservation Board

SERIES: 24349

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TITLE: Architectural proposals and reports

DATES: 1998-

ARRANGEMENT: Alphabetical by type.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the construction of new buildings and the renovation of rented buildings for state use.

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Preservation Board

SERIES: 25369

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TITLE: As built construction plans and specifications

DATES: 1999-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

Final plans and specifications for approved and constructed state buildings.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule As-built construction plans and specifications, GRS-1789.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Preservation Board

SERIES: 24348

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TITLE: Minutes

DATES: 1998-

ARRANGEMENT: By committee or subcommittee, thereunder chronological.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
These minutes document board actions and decisions.

AGENCY: Capitol Preservation Board

SERIES: 24348

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Capitol Preservation Board

SERIES: 28182

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TITLE: Rededication material

DATES: 2008.

ARRANGEMENT: None.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these materials in documenting an important event in the states history.

PRIMARY DESIGNATION:

Public