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 Karrie Thorne

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

AGENCY: Capitol Preservation Board

SERIES: 24349 3
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 permanently

DISPOSITION:

Retain in agency custody.

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 administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the construction of new buildings and the renovation of rented buildings for state use.

AGENCY: Capitol Preservation Board

SERIES: 24349
TITLE: Architectural proposals and reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Capitol Preservation Board

SERIES: 25369 3
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 permanently.

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 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 6, Item 2.

AGENCY: Capitol Preservation Board

SERIES: 25369
TITLE: As built construction plans and specifications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Capitol Preservation Board

SERIES: 24348 3
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 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:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These minutes document board actions and decisions.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Capitol Preservation Board

SERIES: 28182 3
TITLE: Rededication material
DATES: 2008.
ARRANGEMENT: None.
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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

PRIMARY CLASSIFICATION:
Public