

# 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

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:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**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

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:**

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, 200 4700

**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

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.

**RETENTION:**

Retain Permanently

**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)

**AGENCY:** Capitol Preservation Board

**SERIES:** 28182

3

**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