

# Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Water Resources.  
Board of Water Resources (2851)  
1594 West North Temple, Ste 310  
Salt Lake City, UT 84114-6201  
801-538-7230

**Records Officer:** Debbie Robinson

12053 \*Commissioners' portraits  
12223 \*Minutes  
25379 Water Resources Board records

**AGENCY:** Department of Natural Resources. Division of Water Resources. Board of Water Resources

**SERIES:** 12053

3

**TITLE:** Commissioners' portraits

**DATES:** 1947-1984.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are black and white portraits of individual board members. Photographs of each member of the commission were grouped together (by term) on a framed matte board for display. (The frames have been removed.)

Holdings include: (1) Water and Power Board, 1948, 1950, 1952, 1954, 1956, 1958, 1960, 1962, 1964, and 1966; and (2) Water Resources Board, 1968, 1972, 1974, 1976, 1978, 1980, 1981, and 1984.

Separate framed portraits of board chairmen include photographs of William R. Wallace (1947-1953), James A. Howell (1953-1954), Charles Redd (1954-1959), Dr. Preston L. Jones (1960-1965), Leo P. Harvey (1965-1967), and Elgin Gardner (1971-1973).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Water Resources. Board of Water Resources

**SERIES:** 12223

3

**TITLE:** Minutes

**DATES:** 1978-1980.

**ARRANGEMENT:** 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

This series has historical value as it documents the actions and decisions made by this board and has fiscal value because of the financial documentation thru the financial reports.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Natural Resources. Division of Water Resources. Board of Water Resources

**SERIES:** 25379

3

**TITLE:** Water Resources Board records

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records detail the activities of the Board of Water Resources, which is the policy-making body of the Division (see UCA 73-10-1 et seq.), and the Water Conservation Advisory Board. Included are correspondence, meeting notices, agendas, minutes, tour details, board policy, resolutions, dam dedication ceremonies, biographical sketches of board members, board appointments, resignations and other records documenting agency board roles and the history of water development in Utah. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain for 7 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 for 5 years or 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.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Natural Resources. Division of Water Resources. Board of Water Resources

**SERIES:** 25379

**TITLE:** Water Resources Board records

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

Disposition based on value of records in documenting Board achievements, policies, programs and functions.

**PRIMARY DESIGNATION:**

Public