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:

Retain 0.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

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

APPRAISAL:

Historical

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

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

SERIES: 12053

TITLE: Commissioners' portraits

(continued)

PRIMARY CLASSIFICATION:

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.

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 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:

Administrative Fiscal Historical

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

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.

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

SERIES: 12223

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

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.

RETENTION:

Retain 7 years.

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 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.

Microfiche duplicate: 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)

APPRAISAL:

Administrative Fiscal Historical Legal

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

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

PRIMARY CLASSIFICATION:

Public