

# Retention and Classification Report

**Agency:** Council of Defense (289)

, UT

**Records Officer**

00835 \*Administrative records  
83915 \*Biennial reports  
83916 \*Utah civil defense plans  
83917 \*Utah telecommunications planning study

**AGENCY:** Council of Defense

**SERIES:** 835

3

**TITLE:** Administrative records

**DATES:** 1942-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Included are: biennial reports, minutes, correspondence, handbooks, audit reports, bulletins, publications, inventories, state and county civil defense plans, manuals, work programs, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: For records beginning in 1957 through 1978.  
Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1957 through 1978.  
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 achievements, policies, procedures, programs, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Council of Defense

**SERIES:** 83915

3

**TITLE:** Biennial reports

**DATES:** i 1952-1956.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report provides an official account of the agency's programs and activities. It explains the projects and facilities developed to provide emergency services in case of enemy attack or natural disaster. It lists programs, local agencies and stations, and agency disbursements for the biennium.

**RETENTION:**

Retain for 3 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until filmed and then destroy.

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 historical value(s).

This disposition is based on the 1990 Utah General Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Council of Defense

**SERIES:** 83915

**TITLE:** Biennial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Council of Defense

**SERIES:** 83916

4

**TITLE:** Utah civil defense plans

**DATES:** 1951-1980.

**ARRANGEMENT:** Alphabetical by county.

**DESCRIPTION:**

The civil defense plans are Utah's official outline of emergency resources, facilities, and planned programs for emergency situations. Included are plans for communication and direction in the event of enemy attack or natural disaster. These plans address internal security and safety, and health and welfare services, designed to minimize the effects of a disaster and ensure social and political stability in the aftermath.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: For records beginning in 1958 through 1980. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1958 through 1980. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the primary informational value of the plans to researchers interested in post-World War II civil defense strategies.

**AGENCY:** Council of Defense

**SERIES:** 83916

**TITLE:** Utah civil defense plans

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Council of Defense

**SERIES:** 83917

4

**TITLE:** Utah telecommunications planning study

**DATES:** s 1970.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This survey is an evaluation of the telecommunication facilities. It documents needed improvements to ensure improved communication links, particularly among government defense operations. It examines existing television, radio and other communication facilities, outlines the various federal, state, and local agencies emergency operations, and provides recommendations for further cooperative effort and development.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently 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.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the primary evidential value of this study to the governor's office. The commission is now defunct.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.