

Retention and Classification Report

Agency: Utah Expositions Commission (321)

, UT

Records Officer

01199 *Correspondence and subject files
19670 *Financial records
19671 *Minutes
14108 *Panama reports

AGENCY: Utah Expositions Commission

SERIES: 1199

4

TITLE: Correspondence and subject files

DATES: 1913-1916.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

Subject files created by the Expositions Commission document the planning, construction, furnishing, maintenance, and closing of the Utah buildings and exhibits at the Panama-Pacific and Panama-California Expositions in 1915. The primary record type is correspondence. Contracts, bids, reports, pamphlets, photographs, and newspaper clippings are also included.

RETENTION:

Retain Permanent. In Archives custody.

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.

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

APPRAISAL:

Historical

This disposition is based on the value of these records as documentation of the Expositions Commission.

AGENCY: Utah Expositions Commission

SERIES: 1199

TITLE: Correspondence and subject files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Expositions Commission

SERIES: 19670

4

TITLE: Financial records

DATES: 1913-1916.

ARRANGEMENT: None.

DESCRIPTION:

Two ledgers documenting the receipts and expenditures of the Expositions Commission for the Panama-Pacific and Panama-California Expositions. The first is the Commission's Financial Records, which includes summaries of receipts and refunds, and exhibit, budget, and individual expense accounts. Most entries include a note about the nature of the expense or income. The second book is the Commission Treasurer's Report to the Governor. It includes an itemized list of checks drawn and deposits made.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This disposition is based on documentation of the Expositions Commission's activities.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Expositions Commission

SERIES: 19671

4

TITLE: Minutes

DATES: 1913-1916.

ARRANGEMENT: Alphabetical by name of Commission.

DESCRIPTION:

This series consists of three sets of documents: the minutes of the Expositions Commission and the minutes of the two sub-commissions, the San Diego Executive Commission and the San Francisco Executive Commission. The San Diego Executive Commission was responsible for Utah State's presence at the Panama-California Exposition, and the San Francisco Executive Commission was responsible for the State's presence at the Panama-Pacific Exposition.

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

This disposition is based on documentation of the Expositions Commission.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Expositions Commission

SERIES: 14108

3

TITLE: Panama reports

DATES: 1915.

ARRANGEMENT: None

DESCRIPTION:

Microfilm copy of a volume produced by the Panama-Pacific Exposition. This is not a publication of the Utah commission, although they may have received complimentary copies of the book. The volume describes the exposition in general with little mention of Utah.

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on the fact that the volume was not created by a Utah agency.