

# Retention and Classification Report

**Agency:** National Guard. Museum Services. Fort Douglas Military  
Museum (3227)  
Fort Douglas Military Museum  
32 Potter Street  
Salt Lake City, UT 84113-5046  
581-1251

**Records Officer:** Kyle Thompson

25301 \*General orders

**AGENCY:** National Guard. Museum Services. Fort Douglas Military Museum

**SERIES:** 25301

1

**TITLE:** General orders

**DATES:** 1907-1915; 1917-1931.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.60 cubic feet.

**DESCRIPTION:**

These orders were created to address and transact the regular business of the National Guard and usually were issued to individual units of soldiers or to an entire command. The orders were issued in the form of correspondence and have been bound as books. Some volumes have indexes organized alphabetically by subject. The orders include unit promotions, discharges, transfers, equipment issuance and usage, assignment of duties, announcement of new regulations, announcement of changes to existing regulations, notifications of annual inspection dates, ration issuance and usage, etc. Information includes date of order, issuing office, order number and name of officer issuing order. May also include names of persons to whom certain orders pertain, such as notifying a unit of an individual's promotion and authorizing signatures.

**RETENTION:**

Retain 50 years or until administrative need ends.

**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 Office for 50 years or until administrative need ends and then transfer to State Archives with authority to weed.

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**SERIES:** 25301

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(continued)

**APPRAISAL:**

Administrative Historical

This appraisal is based upon the value of these records in documenting the day-to-day workings of the agency.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

UCA 63G-2-302 (1)(g&h); 63G-2-302 (2)(d)(2008). Records become available to the public 75 years after creation date.