Retention and Classification Report

Agency: Commission on Economy and Efficiency Research (357)

210 State Capitol
Salt Lake City, UT 84114
801-538-1000

Records Officer

84310	*Message on economy and efficiency in government report
16695	*Minutes and meeting files
16696	*Reports
16694	*Research case files
16697	*Research case files

AGENCY: Commission on Economy and Efficiency Research

SERIES: 84310 3
TITLE: Message on economy and efficiency in government report
DATES: s 1986.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains the findings of the Committee on Governmental Economy and Efficiency. Produced for the Governor, it suggests a plan for improving governmental efficiency and providing more cost-effective services, including various steps each administrative agency should take to improve itself. It includes specific outlines for new programs, policy changes, and methods to enhance development of agency resources as well as analyses of current functions and processes.

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: For records beginning in 1986 through 1986. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the findings of the Committee on Governmental Economy and Efficiency for the Governor.

PRIMARY CLASSIFICATION:

Public

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16695 3
TITLE: Minutes and meeting files
DATES: 1977-1985.
ARRANGEMENT: Chronological
DESCRIPTION:

These are committee minutes for each study cycle of state government. The study cycles are two years in length and examine the functions of specific state agencies to continually upgrade the performance of state government. These files include agenda; minutes of meetings; briefing materials for Committee members; and rosters of guests and the public in attendance at the Committee meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 1 year after study cycle is complete and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

General Schedule 24, Item 1 lists a retention of permanent for meeting files.

PRIMARY CLASSIFICATION:

Public

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16696 3
TITLE: Reports
DATES: 1977-1985.
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official committee reports outlining the recommendations for improvement of state government based on the findings of each study cycle. These reports include background data regarding state departments under study; statements of the organizational problems afflicting state departments, and recommended organizational solutions for the state departments. The Archives has fiche for the following departments: Archives and Records Service, Lieutenant Governor's Office, Community and Economic Development, State Health Agency, Management of Natural Resources and Energy Functions. There are also a few fiche with newspaper clippings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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 1 year after completion of study cycle and then transfer to State Records Center. Retain in State Records Center for 5 years and then microfilm and 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: Commission on Economy and Efficiency Research

SERIES: 16696
TITLE: Reports

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APPRAISAL:
Administrative Historical

General Schedule 16, Item 10(2) lists a retention of permanent.

PRIMARY CLASSIFICATION:
Public

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16694 3
TITLE: Research case files
DATES: 1985-1986.
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

These are case files compiled and used by the commission in its study of state agencies to promote greater efficiency and effectiveness in the transaction of public business. These files include interview notes from state department and division heads, briefing papers and outlines, memoranda, state agency organization charts, computer data from employee surveys, and preliminary analysis of surveys by department. Data elements include names of employees and employers; job position information (e.g. grade/step, etc.); personality inventories; membership in groups; and salary information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

General Schedule 16, item 13 lists a retention of permanent for files that examine organizations such as these case files.

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16694
TITLE: Research case files

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PRIMARY CLASSIFICATION:
Private

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16697 3
TITLE: Research case files
DATES: 1977-1986.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are research case files used for study of individual state departments to improve efficiency and effectiveness in the transaction of public business. These files include histories of state agencies; practices of other states; interview notes from department employees; briefing papers to the Committee; draft reports and final reports; and copies of proposed and passed legislation affecting the areas under study. Data elements include names of employees and employers; job position information (grade/step, etc.); membership in groups; personality inventories; and salary information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after study cycle and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

General Schedule 16, Item 13 lists a permanent retention for files that examine organizations such as these case files.

AGENCY: Commission on Economy and Efficiency Research

SERIES: 16697
TITLE: Research case files

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PRIMARY CLASSIFICATION:
Private