

Retention and Classification Report

Agency: Board of Examiners (368)

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Records Officer: Maria Fandl

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AGENCY: Board of Examiners

SERIES: 445

3

TITLE: Claims case files

DATES: 1896-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Claims for money due an individual or group. Initially they were introduced in the legislature and by 1905, sent to the Board of Examiners after the first reading. The Board might then pass it on to the legislature for consideration of an appropriation. Starting in 1917, any claim went directly to the Board of Examiners, although an individual could still appeal a rejected claim to the legislature.

RETENTION:

Retain 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

The case files document financial claims against the state.

AGENCY: Board of Examiners

SERIES: 445

TITLE: Claims case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 498

3

TITLE: Claims registers

DATES: 1896-1932.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Includes claims of the state road commission.

RETENTION:

Retain 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

These records document the actions of the board during the early years of statehood and early days of the Great Depression.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 326

3

TITLE: Correspondence

DATES: 1896-1973.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Examiners Board, office organization, its policies, procedures and achievements.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

Correspondence documents agency history and functions. Correspondence has ongoing research value.

AGENCY: Board of Examiners

SERIES: 326

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 323

4

TITLE: Indian War veterans' fund records

DATES: i 1918-1928.

ARRANGEMENT: By document type, thereunder chronological.

DESCRIPTION:

These files contain papers relating to the distribution of pension funds to Indian War veterans or their widows. The files contain resolutions of the Board to allocate funds to specified individuals from legislative appropriations made in 1917, 1919, and 1925. There are related claim forms for the 1919 appropriation, and there are eligibility lists, affidavits, and correspondence following the 1925 allotment.

Board resolutions list the names of those individuals whose claims were approved for \$15.00 each under the 1919 appropriation. Claim forms rarely specify individual names, just amounts disbursed. Eligibility lists show names of those who met specified requirements, including having filed proof of service with the Commissioner of Indian War Records. Affidavits contain veteran's name, residence, duration of residence, current age, date of enrollment, company and captain under whom enrolled, age at the time, discharge date, and death date if applicable. Correspondence consists primarily of letters from 1926-1928 stating that the fund was depleted and regretting that the application was not sent in sooner.

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 Records Center until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Board of Examiners

SERIES: 323

TITLE: Indian War veterans' fund records

(continued)

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

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

APPRAISAL:

Historical

Documents the pension fund, a function of a Utah agency. In addition provides extensive information on individuals' military histories. Useful to researchers, particularly genealogists.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 411

3

TITLE: Minute books

DATES: 1896-1927.

ARRANGEMENT: alphanumerical

DESCRIPTION:

This volume contains the bound, typewritten minutes of the State Board of Examiners from 18 April 1921-19 December 1927. Topics cover state expenditures from salaries to flour for the Mental Hospital to building construction. Most of the business dealt with was received via letter, petition, or claim. Meetings were normally held in the Secretary of State's office.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 with authority to weed.

APPRAISAL:

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

Minutes document agency decisions. Minutes have ongoing research value.

AGENCY: Board of Examiners

SERIES: 411

TITLE: Minute books

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: Board of Examiners

SERIES: 977

3

TITLE: Minutes

DATES: 1940-

ARRANGEMENT: chronological

DESCRIPTION:

Minutes, including tape recordings, of the meetings of the board of examiners.

RETENTION:

Retain Permanent. In Archives custody.

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 State Archives permanently and then microfilm.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

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

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

Sound recordings: Retain in State Archives permanently with authority to weed.

AGENCY: Board of Examiners

SERIES: 977

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6. These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 501

3

TITLE: Motel hearings exhibits

DATES: 1963-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Survey and analysis of damage done to public buildings during natural disasters.

RETENTION:

Retain in Archives custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 6, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 495

3

TITLE: Reports

DATES: 1962.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Utah Board of Examiners: Its role in Fiscal Management, 1962.

RETENTION:

Retain in Archives custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications document agency history and functions. Reports have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Examiners

SERIES: 12348

3

TITLE: Salary change action records

DATES: 1977.

ARRANGEMENT: chronological

DESCRIPTION:

These are lists of salary increase proposals submitted to the Board of Examiners by the Office of Personnel. Lists include the number, date submitted, date approved, and signature of the clerk of the Board of Examiners. Information is recorded under the following subheadings: name (agency and employee), class title, grade, date of last standard advancement, effective date, present monthly salary, proposed monthly salary, present annual salary, proposed annual salary, percentage of increase, type of increase, and recommendation of personnel.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Board of Examiners

SERIES: 499

3

TITLE: State agency records

DATES: 1963-1970.

ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 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.

AGENCY: Board of Examiners

SERIES: 4107

3

TITLE: Subject files

DATES: 1972-1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: Board of Examiners

SERIES: 502

1

TITLE: Tax anticipation bonds

DATES: 1932-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain 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.