

# 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
The case files document financial claims against the state.

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-17-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Correspondence documents agency history and functions.  
Correspondence has ongoing research value.

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s). Documents the pension fund, a function of a Utah agency. In addition provides extensive information on individuals' military histories. Useful to researchers, particularly genealogists.

**AGENCY:** Board of Examiners

**SERIES:** 323

**TITLE:** Indian War veterans' fund records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Examiners

**SERIES:** 977

3

**TITLE:** Meeting minutes

**DATES:** 1940-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Minutes, including tape recordings, of the meetings of the Board of Examiners, which consists of the Governor, the Attorney General, and the State Auditor who is designated as the secretary of the board and compiles these records. The Board is empowered "to examine all claims against the state or a political subdivision, for the payment of which funds appropriated by the Legislature or derived from any other source are not available." The Board is required to "keep a record of all its proceedings," and "an abstract of all claims must be entered upon the minutes of the board before they are acted upon," as stated in UCA 63G-9-204 (2008). Information includes claims presented to the Board for payment, minutes of meetings, agendas, Attorney General Opinions, letters of notification of Board meetings, and miscellaneous correspondence.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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.

**AGENCY:** Board of Examiners

**SERIES:** 977

**TITLE:** Meeting minutes

(continued)

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

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

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 DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Minutes document agency decisions. Minutes have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**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 until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Natural disaster and damage survey of public buildings, GRS-1784.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**AGENCY:** Board of Examiners

**SERIES:** 499

3

**TITLE:** State agency records

**DATES:** 1963-1970.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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