

Retention and Classification Report

Agency: Housing Development Agency (481)

521-6950

Records Officer

84331 *Emergency housing agreement files
03107 *Staff weekly report files
03108 *Warrant requests

AGENCY: Housing Development Agency

SERIES: 84331

3

TITLE: Emergency housing agreement files

DATES: 1974-1975.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

The purpose of these agreement files is to verify the terms by which monies appropriated for emergency housing were provided to county and municipal governments for disbursement and expenditure. The files include agreements (agency contract number, agency and applicant names, agreement date, grant sum, applicant and department signatures, attorney general approving signature), contract routing slips, applications for funding emergency appropriations for housing, applications for rehabilitative grants, applications for purchasing existing housing, cooperation resolutions, and contract correspondence. An application for the Integrated Grant Administrative Program includes detailed plans of associations' of government programmatic approaches to regional development. Also included are purchase orders and cash requests for housing appropriations.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Housing Development Agency

SERIES: 84331

TITLE: Emergency housing agreement files

(continued)

Microfiche master: Retain in Archives for 5 years and then destroy.

Microfiche duplicate: Retain in Archives for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is based in part upon 24 CFR 570.510. These records have been kept more than five years beyond this suggested retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Housing Development Agency

SERIES: 3107

3

TITLE: Staff weekly report files

DATES: 1971-1973.

ARRANGEMENT: Chronological, thereunder alphabetical by name

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These files document staff operations and were used for administrative oversight of agency programs and in the evaluation of staff productivity. These files include detailed weekly reports, priority project memoranda, worksheets, an application for a community action program grant including the program budget, an advisory board member listing (names and addresses), a seminar agenda, and supervisory commentary.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon an evaluation by the Utah Housing Authority, the quasi-independent successor to the Housing Development Agency established in 1975. These files have no enduring administrative value to the agency.

AGENCY: Housing Development Agency

SERIES: 3107

TITLE: Staff weekly report files

(continued)

PRIMARY CLASSIFICATION:

Public Except for home addresses which are private.

AGENCY: Housing Development Agency

SERIES: 3108

3

TITLE: Warrant requests

DATES: 1974.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are requests from the Housing Development Agency to the Division of Finance to pay county and municipal governments per contracts for emergency housing assistance.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 copy: For records beginning in 1974 through 1974. Retain in Office for 1 year and then destroy.

APPRAISAL:

Fiscal

General Schedule: Year 88 Sched 06 Item 49

AGENCY: Housing Development Agency

SERIES: 3108

TITLE: Warrant requests

(continued)

PRIMARY CLASSIFICATION:

Public