Retention and Classification Report

Agency: Governor's Office of Management and Budget. High Level Nuclear Waste Office (501)
355 W. North Temple
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Salt Lake City, UT 84180-1203
801-538-1000

Records Officer

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06582 *Administrative correspondence
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AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6588 3

TITLE: Accounts payable invoices

DATES: i 1985-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the agency copies of invoices sent to the Office of Planning and Budget to issue warrant requests. They are kept for reference by this office. Included in this record series are bills, receipts, and invoices.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal
This retention is based on the 1991 Utah General Retention Schedule, Schedule 1, Item 49.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6588

TITLE: Accounts payable invoices

(continued)

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6582 4

TITLE: Administrative correspondence

DATES: 1961.

ARRANGEMENT: Chronological

DESCRIPTION:

This correspondence documents the communications between the Office of High Level Nuclear Waste (HLNW), the Department of Energy (DOE), other states, and other state agencies. It is used for reference and management of the site characterization process. Included in this record series are memoranda, incoming and outgoing letters, reports, and form letters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This information has research value because it documents the activities of this office. It should be retained permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 8589 3

TITLE: Administrative correspondence index

DATES: 1961-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a cross-reference log of incoming and outgoing correspondence and reports. This includes letter number, addressee, addressor, letter date, subject file number, and a brief abstract of the letter. An automated format is also maintained on Word Processing. This contains the title, author, organization, publication date, document number, an abstract, a subject classification, and subclassification. The automated listing covers all correspondence from 1961-1984. The other listing only covers correspondence from 1984 on.

RETENTION:

Retain 2 year

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to administrative correspondence file.

Computer data files: Retain in Office for 2 years and then printout and file with administrative.

APPRAISAL:

Administrative

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 8589

TITLE: Administrative correspondence index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 5344 3

TITLE: Administrative records

DATES: 1981-1986.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains correspondence, reports, memos, timesheets, travel records, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6583 3

TITLE: Agency newspaper clippings scrapbook

DATES: 1984-1988.

ARRANGEMENT: Alphanumerical by title and date

DESCRIPTION:

This scrapbook is used as a quick reference tool by the office staff to keep abreast of how and what the news media is telling the public about nuclear waste storage in Utah. Includes news releases, newspaper clippings from local and out-of-state newspapers such as the "Deseret News," the "San Juan Record," the "Christian Science Monitor," and the "New York Times."

RETENTION:

Retain 2 years. Transfer to Archvies.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 03/10/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These are valuable research records and should be preserved. Even though most of this information is kept elsewhere, the convenience it offers to researchers is worth the effort to keep it.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office
SERIES: 6583
TITLE: Agency newspaper clippings scrapbook

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6590 3

TITLE: Clerical positions policies and procedures

DATES: 1984-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These records provide guidance for employees in clerical positions performing their daily responsibilities. The policies are used in writing performance appraisals. The records include approved procedural and policy manuals.

RETENTION:

Retain 1 year. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 23.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the 1991 Utah General Retention Schedule, Schedule 1, Item 23.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6589 3

TITLE: Committee minutes

DATES: 1981-1985.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the minutes of the High Level Nuclear Waste Committee meetings. This committee, which evolved from a task force, reviewed the findings of the Department of Energy regarding site characterizations of potential hazardous waste storage sites and made comments about those findings based on staff studies from each agency represented on the committee. Included in this record are the minutes and agenda of each meeting, date of meeting, and members present.

RETENTION:

Retain 2 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This record series has administrative and historical values. These are important evidential records for documenting the activities of the agency.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office
SERIES: 6589
TITLE: Committee minutes

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6591 4

TITLE: Department of Energy's critical documents reviews

DATES: 1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These are comments from the State of Utah in response to the Department of Energy's findings regarding repository site selection requirements. The findings are complied from work performed by people/firms contracted by the state. These are used for audits. Included in these records are reports and estimates from contractees; newsletters; and reports and supporting documentation sent to the Department of Energy from the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These files document the primary mission of the agency and need to be preserved as evidence of the activities of this agency.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 9584 3

TITLE: Employment applications and resumes for non-hires

DATES: 1985-1987.

ARRANGEMENT: Alphabetical by applicant surname

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Applications of those qualified persons who are listed on the register, but who are not hired.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 12.

AUTHORIZED: 05/10/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public — Eighteen personal data elements identified by the State Records Committee

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 9584

TITLE: Employment applications and resumes for non-hires

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6586 4

TITLE: Grant contract files

DATES: 1983-1988.

ARRANGEMENT: Alphanumerical by date and subject

TOTAL VOLUME:

DESCRIPTION:

The Office of High Level Nuclear Waste is fully funded by a federal grant administered by the Department of Energy. These files document all agreements made between the State of Utah and the Department of Energy regarding this program grant. These files include the state's initial grant proposal, quarterly technical reports, grant modification requests, subcontract requests and approvals, and copies of correspondence.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years after expiration of grant and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This appraisal is based on the 1986 General Retention Schedule, Schedule 3, Item 4.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office
SERIES: 6586
TITLE: Grant contract files

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 8590 3

TITLE: Library materials inventory

DATES: 1984-1988.

ARRANGEMENT: Alphanumerical by subject, shelf location

TOTAL VOLUME:

DESCRIPTION:

These files are used to track the number of publications contained in the public documents library. Further, it is used as a finding aid for all publications whether federal, state, or corporate. This includes a shelf list, a catalog, and a monthly update of new additions to the library.

RETENTION:

Retain admin need

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then destroy.

Computer data files: Retain in Office until no longer administratively valuable and then erase.

APPRAISAL:

Administrative

This is based on the retention in General Schedule 14, item 8 and Georgia's Retention Schedule 83-257, dated 1984.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 25968 3

TITLE: Nuclear Waste Repository News

DATES: 1984-1988.

ARRANGEMENT: Chronological by issue number.

TOTAL VOLUME:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 09/16/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6587 4

TITLE: Office records inventory

DATES: i 1986-1988.

ARRANGEMENT: Numerical by file number

TOTAL VOLUME:

DESCRIPTION:

This is used as a finding aid for the location by file drawer of all records maintained by this office. Included in this record is a table of contents; listing of file series numbers, drawer location and title of files, and a retention schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

This retention is based on the 1986 Utah General Retention Schedule 14, Item 8 and Georgia's Retention Schedule 83-257, dated 1984.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6585 4

TITLE: Requests for federal publications and other books

DATES: i 1984-1988.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These records are used to document the purchase of publications for the public documents library as required by 10 CFR 62. The library has books pertaining to geographical surveys of Utah, the storage of high level nuclear waste, and other scientific documents.

Included in these records are written requests and documented phone calls which contain the name of the person making the phone call or writing the letter, the date, type of document requested, and the addressee or phone contact.

RETENTION:

Retain 3 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months after receipt of publication and then destroy.

APPRAISAL:

Administrative

This retention is based on the 1986 Utah General Retention Schedule, Schedule 14, Item 3.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6584 4

TITLE: State agencies and private institutions contract files

DATES: 1988.

ARRANGEMENT: Alphabetical by contractee

TOTAL VOLUME:

DESCRIPTION:

These are active and expired contracts between the Office of High Level Nuclear Waste (HLNW) and state agencies or private institutions who participated with the state in high level nuclear waste site characterization. These records measure the performance of contractees and are used in audits. Included are contracts and correspondence between HLNW and state agencies, organizations, universities, and individuals who reviewed the Department of Energy's findings.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contract and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These records have an audit requirement but the legal requirement is 7 years as required by the 1986 General Retention Schedule, Schedule 3, Item 4.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6592 3

TITLE: Travel management files

DATES: 1985-1988.

ARRANGEMENT: Alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

These are records used as reference copies by the bureau supervisor and staff. This information is duplicated in the Office of Planning and Budget. Included in this record are memorandums, travel authorizations (DF 5's), and travel vouchers.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 44.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public