

Retention and Classification Report

Agency: Governor's Office. Office of Local Affairs (574)
6233 State Office Building
Salt Lake City, UT 84114
538-3366

Records Officer

02646 *Administrative records
03097 *Community action grant records
03030 *Community action program records
02124 *Community affairs records
03036 *Correspondence
03034 *Executive order
03053 *Film catalogs
03035 *Personnel records
03055 Procedures
03104 *Publications

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 2646

3

TITLE: Administrative records

DATES: 1964-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain 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: Governor's Office. Office of Local Affairs

SERIES: 3097

3

TITLE: Community action grant records

DATES: 1969-1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3030

3

TITLE: Community action program records

DATES: 1965-1970.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains applications, workbooks, reports, correspondence, and newspaper clippings pertaining to community action programs.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 2124

3

TITLE: Community affairs records

DATES: 1968-1971.

ARRANGEMENT: By subject.

DESCRIPTION:

This series contains correspondence, reports, publications, and other materials related to counties, municipalities, the Head Start Coordinating Council, and the Community Action program.

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:

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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.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 2124

TITLE: Community affairs records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3036

3

TITLE: Correspondence

DATES: 1966-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3034

3

TITLE: Executive order

DATES: 1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3053

3

TITLE: Film catalogs

DATES: 1969-1970.

ARRANGEMENT: alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3035

3

TITLE: Personnel records

DATES: 1965-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 63 years and then destroy.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3035

TITLE: Personnel records

(continued)

APPRAISAL:

Administrative Fiscal Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

The series is being linked to the general schedule.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3055

3

TITLE: Procedures

DATES: 1971-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3104

3

TITLE: Publications

DATES: 1965-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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