Retention and Classification Report

Agency: Legislative Assembly (582)

W210 State Capitol Complex
Salt Lake City, UT 84114

Records Officer

00246	*	Account book
02283	*	Administrative records
05100	*	Agency appropriation requests
00458	*	Committee records
26789		Directories
19544	*	Directory and rules
12399	*	Individuals' legislative bill copies
12788	*	Investigatory committee minute book
03145	*	Journals
03515	*	Judicial system study records
83155		Laws of Utah
03295	*	Legislative subject files
03298	*	Little Hoover Commission administrative records
03296	*	Minutes
03297	*	Newspaper clippings
04072		Pictures and negatives
00427		Publications
22123		Questions and Answers pamphlets
28185	*	Recodification task force
04583	*	Resolutions and memorial record books
03156		Rosters
26788		Rules
17786		Scrapbooks
04073	*	Slides
03538	*	State agency survey reports
03182	*	Tax committee's records
05618	*	Taxation committee reports
03150	*	Territorial legislative records
83238		Utah code annotated
01052		Utah code unannotated

AGENCY: Legislature

SERIES: 246 3
TITLE: Account book
DATES: 1852-1869.
ARRANGEMENT: Chronological by term.
DESCRIPTION:

This volume records the expenditures of the earliest legislatures including per diem expenses to individual legislators; clerical expenses; services (eg. cleaning); and other incidentals (eg. soap, candles).

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:

Fiscal Historical

This volume records data on the activities of the territorial legislatures.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 2283 3
TITLE: Administrative records

DATES: 1896-1979.
ARRANGEMENT: Chronological.
DESCRIPTION:

Communications, constituent correspondence, reports, research materials, speeches, and other records of the legislature and its members.

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:

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

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

Microfiche duplicate: 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 24.

Disposition based on the value of these records in documenting the Legislature's achievements, decisions, policies, procedures, and function.

AGENCY: Legislature

SERIES: 2283
TITLE: Administrative records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 5100 3
TITLE: Agency appropriation requests
DATES: 1963-1965.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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.

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

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

APPRAISAL:

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

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

AGENCY: Legislature

SERIES: 5100
TITLE: Agency appropriation requests

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 458 3
TITLE: Committee records
DATES: 1923; 1940-1979.
ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Agenda, minutes, correspondence, reports, and other records of the various committees. Includes records of joint committees and subcommittees; may also include records of individual chamber standing committees, interim committees, and Legislative Research committees or task forces. Includes appropriations, education, higher education, legislative operations (legislative offices building issues), public safety and transportation, etc.

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.

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

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

AGENCY: Legislature

SERIES: 458
TITLE: Committee records

(continued)

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Disposition based on the value of these records in documenting committee achievements, actions, meetings, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 26789 3
TITLE: Directories
DATES: 1999-
ARRANGEMENT: Chronological by date published
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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.

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

Microfiche duplicate: 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 25.

Provides valuable historical information about members of the Legislature and in what capacity they served.

AGENCY: Legislature

SERIES: 26789
TITLE: Directories

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 19544 3
TITLE: Directory and rules
DATES: 1923-1987.
ARRANGEMENT: Chronological by session year.
DESCRIPTION:

This series contains publications with information pertaining to state officials, House and Senate rosters, committees, House and Senate rules and rules index.

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.

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

Microfiche duplicate: 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 25.

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

AGENCY: Legislature

SERIES: 19544
TITLE: Directory and rules

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 12399 3
TITLE: Individuals' legislative bill copies
DATES: 1925-1971.
ARRANGEMENT: Chronological by session.
DESCRIPTION:

These are personal copies, with notations, of legislative bills. They may have belonged to senators, representatives, clerks, or even individuals not associated with the legislature. In many cases, notations are not extensive enough to tell whose copies these are; in others the legislator is identified.

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.

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

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting legislative intent for various bills.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 12788 3
TITLE: Investigatory committee minute book
DATES: 1899.
ARRANGEMENT: Chronological.
DESCRIPTION:

This book records the minutes of a joint house and senate committee formed to investigate charges against one of the candidates for the U.S. Senate.

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.

Disposition based on the value of these records in documenting the investigation and has high research value to historians.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Legislature

SERIES: 3145 4
TITLE: Journals
DATES: i 1851-1880.
ARRANGEMENT: Chronological by session and year.
DESCRIPTION:

These journals contain the published minutes of the Legislative Assembly. They include the minutes of both the House of Representatives and the Council (Senate) as well as joint session minutes. After 1880, the journals were published as two separate series, one for the Senate and the other for the House.
Both houses followed a similar standard order of business. Legislating via bills and resolutions is the most frequent. The title of the bill is recorded as well as its status: at which reading it is, whether it passed, committee referrals, amendments and rewrites motioned, etc. Individuals motioning for actions are recorded, but names on final votes are not. Contents of the bills are not recorded.
The appointment and election of Utah government officials is a subject of the journal.
Committee reports cover a wide spectrum of business. Reports of territorial agencies, such as the Deseret Agricultural and Manufacturing Society, Office of the Superintendent of Public Instruction, University of Deseret, Treasurer and Auditor's Office are regularly read into the minutes. Various communications, including petitions and county financial reports, may also be included.
Messages from the opposing chamber are recorded in full. Messages from the Territorial Secretary or the Governor on the passage, veto, or objections to bills are also recorded. Annual messages of the Governor to the joint session are printed in full.
Memorial tributes are rare but long, notably one in 1878 following the death of Brigham Young the previous year.

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: Legislature

SERIES: 3145
TITLE: Journals

(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

These are the official records of the territorial legislature. They provide one of the most detailed records of that agency's actions.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3515 3
TITLE: Judicial system study records
DATES: 1966.
ARRANGEMENT: none
DESCRIPTION:

Results and data for a study on judicial system administration as authorized by HB 14 of the 1966 First Special Session. In 1967, the Legislature enacted legislation changing aspects of court administration (Laws of Utah, 1967 ch. 222) presumably based in part on this study.

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

Disposition based on the value of these records in documenting the court administration's policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 83155 4
TITLE: Laws of Utah
DATES: i 1851-
ARRANGEMENT: Chronological by year of publication.
DESCRIPTION:

These volumes publish the laws passed in each respective legislative session. Volumes were created after each regular and special session of the state legislature or the territorial assembly. Until 1972 these laws were not considered binding until publication. Laws were passed in three types of sessions: regular legislative session records; special sessions which resolve immediate concerns before the next regular session; and budget session records (1968-1985). A listing of individual members of the legislature and their districts has been included since statehood, but recent volumes include more details about them such as party affiliation and committee assignments. Listings of major state administrative and judicial officials began in 1901. 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)

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 copy: Retain in State Archives 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.

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

AGENCY: Legislature

SERIES: 83155
TITLE: Laws of Utah

(continued)

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

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

APPRAISAL:

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

The production of this series has its origin in this requirement- Acts, Resolutions, and Memorials for the Territory of Utah 1851, page 213-214. Laws are indefinitely relevant.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3295 3
TITLE: Legislative subject files
DATES: 1955-1979.
ARRANGEMENT: Chronological by year or groups of years, thereunder alphabetical by topic.
DESCRIPTION:

Topical files created by the legislature or individual legislators to help understand and vote on critical pieces of legislation. Topics include education, energy, mobile homes, taxation, unemployment, etc. Documents include correspondence, reports, press releases, etc. Only parts of these files have survived.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2001.

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.

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

Microfiche duplicate: 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 9.

These files provided historical background on major legislative topics of the day.

AGENCY: Legislature

SERIES: 3295
TITLE: Legislative subject files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3298 3
TITLE: Little Hoover Commission administrative records
DATES: 1965-1966.
ARRANGEMENT: Alphabetical by subject, thereunder chronological by date.
DESCRIPTION:

This series includes administrative reports from the Little Hoover Commission.

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.

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.

APPRAISAL:

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

The records in this series document the history and function of the Little Hoover Commission. These records have both administrative value in tracking important changes in state government, as well as historical value for researchers interested in documenting important changes in government

AGENCY: Legislature

SERIES: 3298
TITLE: Little Hoover Commission administrative records

(continued)

organization over time.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3296 3
TITLE: Minutes
DATES: 1977.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:
Local government commission surveys and reports.

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.

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

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

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

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.

AGENCY: Legislature

SERIES: 3296
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3297 3
TITLE: Newspaper clippings
DATES: 1971-1976.
ARRANGEMENT: none
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files.

RETENTION:

Retain until administrative use ends

DISPOSITION:

Destroy.

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 Office until administrative use ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

These are random clippings pertaining to the legislature. A researcher would be advised to read the papers of the period for a more organized presentation of legislative activities.

AGENCY: Legislature

SERIES: 3297
TITLE: Newspaper clippings

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 4072 3
TITLE: Pictures and negatives
DATES: 1935-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Includes picture of Senate 32nd Session, 1957; also proof prints from Eckers Photography to Sen. Barlow, 1967. Various undated and unidentified pictures of individuals and the House and Senate chambers.

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 4.

Photographs and negatives document this history of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 427 3
TITLE: Publications
DATES: 1896-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legislation, fiscal and financial operations, legislature, legislators, house, senate, and all other activities of the Legislature. This series consists primarily of isolated publications not part of a more specific series.

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:

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Paper: 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.

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

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

AGENCY: Legislature

SERIES: 427
TITLE: Publications

(continued)

APPRAISAL:

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

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 22123 3
TITLE: Questions and Answers pamphlets
DATES: ca. 1970-
ARRANGEMENT:
DESCRIPTION:

These pamphlets give answers to frequently asked questions about the Legislature, Senate and House of Representatives; laws; bills; organization charts; and Senate and House of Representatives district boundaries.

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.

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

Microfiche duplicate: 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.

These pamphlets document the functions of the state legislature.

AGENCY: Legislature

SERIES: 22123
TITLE: Questions and Answers pamphlets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 28185 3
TITLE: Recodification task force
DATES: 1983.
ARRANGEMENT: Chronological by date.
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.

APPRAISAL:
Historical

Disposition is based on the historic value of these records in helping illuminate organization of the Utah Code, as well as the intent behind decisions made during its recodification.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 4583 3
TITLE: Resolutions and memorial record books
DATES: 1894.
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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3156 3
TITLE: Rosters
DATES: 1929-
ARRANGEMENT: Chronological.
DESCRIPTION:

These rosters contain a listing of senators and representatives with information pertaining to political party, district, counties represented, address and telephone numbers.

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.

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

Microfiche duplicate: 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.

This disposition is based on the historical and research value of these rosters to document the members and organizational structure of the Legislature.

AGENCY: Legislature

SERIES: 3156
TITLE: Rosters

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 26788 3
TITLE: Rules

DATES: 1989-
ARRANGEMENT: Chronological by date published
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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.

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

Microfiche duplicate: 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 25.

Beyond the administrative value for the current session, these provide historical material concerning the workings of the Legislature.

AGENCY: Legislature

SERIES: 26788
TITLE: Rules

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 17786 3
TITLE: Scrapbooks

DATES: 1969-1975
ARRANGEMENT:
DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

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.

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

The scrapbooks in this series document the history and function of state agencies. These records contain information of value to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 4073 3
TITLE: Slides
DATES: ca. 1970-1975.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These are slides taken of legislators and the capitol interior in the early 1970s.

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.

Slides: 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 4.

Transparencies document the history of the Legislature.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3538 3
TITLE: State agency survey reports
DATES: 1959-1960.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Copies of reports submitted from state agencies in response to a survey request from the State Services and Finance Standing Committee of the Legislative Council. The reports discuss agency organization, purpose, and finances.

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

Disposition based on the value of these reports in providing a snapshot of agency achievements, policies, procedures, programs, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 3182 3
TITLE: Tax committee's records
DATES: 1953-1954.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

The 1953 Legislature in a joint resolution SJR 26 assigned a study of taxation in relationship to school revenues to the Legislative Council. Governor J. Bracken Lee also requested the Tax Commission to conduct a survey of Utah's tax structure as part of a study of school finance problems. An agreement was reached 31 August 1953 for a cooperative tax study. These are the background records, correspondence, memoranda and other records of that study.

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

Disposition based on the value of these records in documenting the committee's research, decisions, issues, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 5618 3
TITLE: Taxation committee reports
DATES: i 7/1946-1/1970.
ARRANGEMENT: Chronological
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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 3150 4
TITLE: Territorial legislative records
DATES: 1851-1894.
ARRANGEMENT:
DESCRIPTION:

Utah became a territory in 1851 and the Territorial Legislative Assembly first met on September 22, 1851. The Territorial Assembly was responsible for creating laws to govern the territory. These records contain the acts, bills, resolutions, memorials, and petitions of the first through thirty-first sessions (to statehood) of the Assembly. This series also contains reports, e.g. the Superintendent of Public Schools, University of Deseret; financial claims; and correspondence concerning the duties and actions of the Assembly. Within these documents charters of cities, divorce and marriage laws, laws regulating the physical construction of the state, legislation creating local governments, and numerous other laws setting the framework of life in Utah Territory can be found. The debate on polygamy can be witnessed through the bills and Governors' messages. Unfortunately, not all of the Governors' messages are contained in this series; for a more complete set see series 3145, JOURNALS.

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 after microfilming.

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

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

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

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Legislature

SERIES: 3150
TITLE: Territorial legislative records

(continued)

authority to weed.

APPRAISAL:
Historical

This series portrays the legal construction of the Utah Territory.

PRIMARY CLASSIFICATION:
Public

AGENCY: Legislature

SERIES: 83238 4
TITLE: Utah code annotated
DATES: i 1851-
ARRANGEMENT: Chronological, thereunder by volume number
DESCRIPTION:

In these volumes, known under various names, the laws passed at the annual sessions of the legislature are recorded, repealed laws are deleted, and the current laws grouped systematically by topic. Most have annotations which provide additional information on the law in question.
The first compilation was published in 1851. Thereafter the governor and legislature periodically appointed a commission to help compile and recodify the laws. Compilations were made in 1851, 1855, 1866, 1870, 1888, 1898, 1907, 1917, 1933, 1943, and 1953. Periodic updates, in the form of replacement volumes and pocket supplements, were made on the 1933, 1943, and 1953 editions to bring their holdings up to date with the current changes in the law. 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)

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: For records beginning in 1851 through 1953. Retain in State Archives permanently after microfilming.

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

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

Paper: For records beginning in 1953 and continuing to the present. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Legislature

SERIES: 83238
TITLE: Utah code annotated

(continued)

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

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

APPRAISAL:

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

This disposition is based on the documentation and reference annotations provided on Utah legislation and statutes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature

SERIES: 1052 4
TITLE: Utah code unannotated

DATES: i 1982-
ARRANGEMENT: Chronological, thereunder numerical by volume. Entries are by title number.

DESCRIPTION:

The Utah Code Unannotated was issued to meet "the need for the entire Utah Code to be readily available and compact enough to fit in a briefcase." It is printed by a private company.
This series contains a copy of the current law for any given year. Entries are organized into numbered titles, chapters and sections. No historical or legal annotations are included. A set of three or four volumes is issued annually or biennially.

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 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.

AGENCY: Legislature

SERIES: 1052
TITLE: Utah code unannotated

(continued)

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

PRIMARY CLASSIFICATION:
Public