

Retention and Classification Report

Agency: Legislature. House of Representatives (596)

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Records Officer

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AGENCY: Legislature. House of Representatives

SERIES: 15321

4

TITLE: Brigham Young statue records

DATES: 1994.

ARRANGEMENT: None.

DESCRIPTION:

This file contains letters, photographs and other documents relating to the unveiling of the statue of Brigham Young (artist: Kraig Varner) in the Capitol Rotunda on July 25, 1994. Representative Tanner collected these records. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 03/31/2009

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
These records document the work of the Capitol Preservation Board.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 1462

3

TITLE: Clerk's bill records

DATES: 1955-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Clerk's copies of house and senate bills with accompanying memos, notations, proofreading marks, etc. Holdings: Chief Clerk Rulon Larsen's, 1955; docket clerk's, 1957; Chief Clerk Hopkin's, 1967; 1961; etc.

RETENTION:

Retain Archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

APPRAISAL:

Historical

The clerk's copies of house and senate bills is a permanent records that documents the actions of the House of Representatives.

AGENCY: Legislature. House of Representatives

SERIES: 1462

TITLE: Clerk's bill records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 1686

3

TITLE: Committee minute books

DATES: 1894.

ARRANGEMENT: Alphabetical by committee thereunder chronological.

DESCRIPTION:

This series contains minutes for House Committees on Education, Fish and Game, Livestock, Municipal incorporations, Private corporations, and Public Health.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

This volume records data on the daily activities of the 1894 territorial legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 12750

3

TITLE: Committee referral registers

DATES: 1888-1915.

ARRANGEMENT: Chronological.

DESCRIPTION:

These registers log the referral of various bills to assorted committees.

RETENTION:

Retain at Archives.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical
Information on committee assignments of bills is also available on bill backs and in the legislative journals, thus this is a redundant work log.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Legislature. House of Representatives

SERIES: 27054

1

TITLE: Conflict of interest forms

DATES: 2001-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This series contains forms used by members of the House to declare any outside employment or activity that may or may not present a conflict of interest.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 3151

3

TITLE: Dockets

DATES: 1876-1933; 1861-1911.

ARRANGEMENT: Chronological, thereunder alphabetical by docket type.

DESCRIPTION:

These docket books log the actions taken by the House on House and Senate (formerly known as the Council) bills, concurrent resolutions, joint memorials, joint resolutions, reports, resolutions, and petitions. They give the bill title and dates of actions (e.g. committee reported, sent to the Senate, voted on, 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

AGENCY: Legislature. House of Representatives

SERIES: 23020

3

TITLE: Floor debate recordings

DATES: 1957-

ARRANGEMENT: Chronological by date and session

DESCRIPTION:

This series consists of the audio recordings of the House floor debates. Topics discussed include: proposed legislation, votes on legislation, testimony or comments on legislation, resolutions, etc.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Audio cassettes: For records beginning in 1990 and continuing to the present. Retain in Office for 3 years or until converted to the approved permanent format and then transfer to State Archives with authority to weed.

Audograph discs: For records beginning in 1957 through 1989. Retain in Office until converted to CD-ROM and then transfer to State Archives with authority to weed.

Compact disc: For records beginning in 1957 through 1989. Retain in Office permanently.

APPRAISAL:

Historical

AGENCY: Legislature. House of Representatives

SERIES: 23020

TITLE: Floor debate recordings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 16660

4

TITLE: Journal record books

DATES: i 1858-1878.

ARRANGEMENT: Chronological.

DESCRIPTION:

These two volumes constitute the handwritten minutes of the territorial legislative house from the eighth session through the twenty-third session. Each daily entry follows a standard order of business: place and date, call to order and roll, prayer, legislative business, reading of minutes, adjournment and closing benediction. While the activities are noted, details are not. Legislative business is slightly more detailed. The process of enacting legislation via bills and resolutions is most frequently recorded. The election of house officers and committee appointments are noted. Committee reports cover a broad spectrum from bridge construction to schools to contested county elections. Brief reports of agencies (e.g. Deseret Agricultural and Manufacturing Society, Penitentiary, Territorial Library, Superintendent of Schools, Auditor) and county financial reports often are recorded. Messages from the council, or senate, the governor, or the territorial secretary regarding bills also are recorded.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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.

APPRAISAL:

Historical

Contains extensive and intensive documentation of the activities of the territorial house, including some years for which published copies of the journals are missing.

AGENCY: Legislature. House of Representatives

SERIES: 16660

TITLE: Journal record books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 456

4

TITLE: Journals

DATES: i 1882-

ARRANGEMENT: Chronological.

DESCRIPTION:

These journals serve as a record of the action of the legislature during session. They constitute the published minutes of the State House of Representatives from the territorial period to the present. House and Senate journals were kept beginning with the creation of the territory in 1851, but were kept separately after 1882. Minutes from joint sessions are recorded after 1890; before that, they were recorded only in the Senate minutes. Daily entries cover a standard order of business. Place, date, roll, and prayer are noted before proceeding with business. Membership rolls are included. Citizens' petitions for various actions; monetary claims; and communications from agencies, groups, or individuals are recorded. Committee reports recommending passage or rejection of particular legislation are provided. The process of enacting legislation via bills and resolutions is the most frequent business recorded. Other agency reports, memorials, invitations, etc. may also be entered in the record during particular periods.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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

AGENCY: Legislature. House of Representatives

SERIES: 456

TITLE: Journals

(continued)

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

These journals are the official record of the House's activities and provide historical documentation of its actions.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 12787

3

TITLE: Mailing list registers

DATES: 1933-1937.

ARRANGEMENT: Chronological.

DESCRIPTION:

These registers note the name and address of intended recipients of copies of house bills and/or journals.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/14/1993

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Historical

These registers note the name and address of intended recipients of copies of house bills and/or journals and provide historic insight into the workings of the House of Representatives.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 12789

3

TITLE: Messenger receipt books

DATES: 1915-1917.

ARRANGEMENT: Chronological

DESCRIPTION:

Acknowledgment records, transmittal inquiries, and requests that have been referred elsewhere for reply.

RETENTION:

Retain 3 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/24/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 25191

3

TITLE: Personnel records

DATES: 1975-1986.

ARRANGEMENT: Alphabetical by employee name.

DESCRIPTION:

Complete work history of an individual while employed by the State. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification (ADNT-2), corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification (ADNT-1). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), 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.

RETENTION:

Retain 65 years after sparation or retirement.

DISPOSITION:

Destroy.

AGENCY: Legislature. House of Representatives

SERIES: 25191

TITLE: Personnel records

(continued)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 10/30/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until separation or retirement of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Legislature. House of Representatives

SERIES: 27055

1

TITLE: Photographs

DATES: 1980-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains photographs which document the history of the Utah House of Representatives. Includes scrapbooks, individual photographs of Representatives, and other photographic documentation of events and activities sponsored by House members and staff.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Photographs: Retain in Office until administrative needs end and then transfer to State Archives.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 22268

3

TITLE: Poem

DATES: 1937.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records from Representative Johnson. Includes a mimeographed poem by Representative W.J. Maw about the members of the 1937 state House of Representatives. Also included copies of legislative bills, the official copy of which appear in the House's working bills (not transferred to the Archives). Rep. Johnson served as the representative from Rich county. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/05/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series provides insight into the workings of the legislature and interaction amongst its members.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 12792

3

TITLE: Roll books

DATES: 1876-1886.

ARRANGEMENT: Chronological.

DESCRIPTION:

These volumes provide a roster of members and record the ayes and noes of votes. The 1876 and 1878 volumes also give a docket on reports and petitions.

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

This volume records data on the activities and members of the territorial legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 23013

3

TITLE: Standing committee audio recordings

DATES: 1994-

ARRANGEMENT: Chronological, thereunder alphabetical by committee.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the audio recordings of the House standing committee meetings. The recordings are used to generate the written committee minutes. Meetings are opened and adjourned according to procedure.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2001

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years or until copied to CD Rom and then transfer to State Archives.

APPRAISAL:

Administrative Historical

This disposition is based on historical and research value the audio recordings have in documenting the discussions and actions taken by the House standing committees.

AGENCY: Legislature. House of Representatives

SERIES: 23013

TITLE: Standing committee audio recordings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 3159

3

TITLE: Standing committee minutes

DATES: 1967-

ARRANGEMENT: Chronological, thereunder alphabetical by committee.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of House standing committees discussing proposed and final legislation. Information includes agendas, meeting minutes, final reports, and related records.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This disposition is based on the 1999 Legislative Records Retention Schedule approved by the Legislative Management.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 24442

4

TITLE: The Utah State Legislature centennial history

DATES: 1996.

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This volume details one-hundred years of Utah's political history--from the 1896 statehood year through the 1996 centennial year. It includes biographies of selected state officials, a 100-year roll of the Legislature, and a brief description of Utah's twenty-nine counties. It was researched and compiled by the Third House of the Utah House of Representatives. 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: 09/30/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Provides valuable abstract of the legislature's activities and membership during the first century of Utah statehood.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 19597

3

TITLE: Utah House of Representatives pamphlets

DATES: 1971-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

"The Utah House of Representatives" is a pamphlet produced at the beginning of the session giving an introduction to the House, its history, procedures, and current roster.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01/14/1999

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 19012

3

TITLE: Voting records

DATES: 1982-

ARRANGEMENT: Alphabetical by last name of representative, thereunder chronological by session, thereunder numerical by bill number

ANNUAL ACCUMULATION:

DESCRIPTION:

This series provides a record of legislative votes of individual House members no longer in office. The records contain the name of the Legislator, the date, the bill number, bill title, and the recorded vote (aye, nay, or absent). Some also include the name of the sponsor of the bill.

RETENTION:

Retain until administrative needs end.

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 25.

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records document the voting patterns of the Legislature and have enduring research value for the Legislature and the public. This disposition was based on administrative needs expressed by the office.

AGENCY: Legislature. House of Representatives

SERIES: 19012

TITLE: Voting records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 432

4

TITLE: Working bills

DATES: i 1896-

ARRANGEMENT: Chronological by legislative session, thereunder alphanumeric by bill type and number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents the legislative process in the House of Representatives. The series contains the working copies of House bills, claims (through 1915), petitions (until 1921), memorials, fiscal reports of state agencies (1897 only), and resolutions. The working copy includes the bill as introduced and any amendments made to it; the bill's progress through committees and votes is logged at the end of the bill. The final official version of the bill is not part of this series unless it was vetoed by the Governor, returned to the Legislature while still in session, and the Legislature failed to override the veto. Bill, in the broad sense, refers to bills, resolutions, memorials, etc. In the narrow sense they are those documents a member of the Legislature desires to have made into a Utah law. Claims to the state were for money due an individual or group. Memorials are pleadings for federal action, usually made to the U. S. Congress. Resolutions are position statements which do not have the weight of law. Petitions were initiated by citizens desiring the introduction of particular legislation.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Legislature. House of Representatives

SERIES: 432

TITLE: Working bills

(continued)

authority to weed.

Digital image 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.

APPRAISAL:

Historical Legal

This disposition is based on the historical documentation provided for the passage (or rejection) of Utah laws.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 27016

3

TITLE: Working papers

DATES: 2000-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains working papers created by members of the House of Representatives. Records contain subject files compiled during the legislative process. Files may include information on proposed policies, budgets, and special funding.

RETENTION:

Retain 6 months.

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 40.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:

Public