

# Retention and Classification Report

**Agency:** Merit System Council (678)

, UT

## **Records Officer**

17889 \*Administrative records  
11261 \*Appeals Board hearing records  
25352 \*Biennial reports  
17888 \*Correspondence  
01039 \*Employment testing records  
01042 \*Fiscal operations reports  
02891 Personnel cards  
01044 \*Personnel rules and regulations records  
27553 \*Publications  
03971 \*Regulations  
04496 \*Salt Lake County correspondence  
01041 \*Social Security quarterly reports  
01043 \*State agency budget records

**AGENCY:** Merit System Council

**SERIES:** 17889

3

**TITLE:** Administrative records

**DATES:** 1953-1969.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records include miscellaneous data, histories and conference reports.

**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

Documents the decision making within the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 11261

3

**TITLE:** Appeals Board hearing records

**DATES:** 1963.

**ARRANGEMENT:** undated

**DESCRIPTION:**

This series documents the activities of the Utah State Merit System Council. The records contain findings, correspondence, and exhibits in regard to an appeal of Joseph H. Smart of the Department of Health to the Joint Utah Merit System Council Appeals Board regarding a personnel action taken against him.

**RETENTION:**

Retain 5 years.

**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 Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

**AGENCY:** Merit System Council

**SERIES:** 11261

**TITLE:** Appeals Board hearing records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 25352

3

**TITLE:** Biennial reports

**DATES:** 1942-1979.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

"It shall be the duty of the Council within the scope of these regulations...to promote public understanding of the merit system. As a means thereto, the Council shall examine into and make a written report to the State agencies at least annually on the operation of the merit system...A copy of this report shall be filed with the State agencies and shall be open to public inspection." This series contains annual and biennial reports of the Merit System Council.

**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 25.

These reports are important to researchers in recovering the history of the agency.

**AGENCY:** Merit System Council

**SERIES:** 25352

**TITLE:** Biennial reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 17888

3

**TITLE:** Correspondence

**DATES:** 1941-1969.

**ARRANGEMENT:** Chronological.

**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.

**APPRAISAL:**

Historical

Documents the day to day work of the council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 1039

3

**TITLE:** Employment testing records

**DATES:** 1963-1966.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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.



**AGENCY:** Merit System Council

**SERIES:** 1042

3

**TITLE:** Fiscal operations reports

**DATES:** 1940-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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:**

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:** Merit System Council

**SERIES:** 2891

1

**TITLE:** Personnel cards

**DATES:** 1962-

**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:** Merit System Council

**SERIES:** 1044

3

**TITLE:** Personnel rules and regulations records

**DATES:** 1940-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are agency copies of personnel rules, regulations and merit system description.

**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:**

Administrative

Documents the changes in policy over a forty year period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 27553

3

**TITLE:** Publications

**DATES:** 1974-1978.

**ARRANGEMENT:** numerical

**DESCRIPTION:**

This series consists of reports, bulletins, notices and other publications produced by the agency. Notices 2-72, 152-165, 170-184, 482-484.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

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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.

Disposition based on value of records in documenting council's activities.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 3971

3

**TITLE:** Regulations

**DATES:** 1939-1979.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This is a reprint of the law code as applied to the Merit System for Utah State employees. The system was originally adopted between 1939 and 1942 and subsequently amended, as reflected in these holdings (1945, 1952, 1958, 1962, 1965 and unpublished workpapers dating 1965-1972).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

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

These publications provide a window into the inner workings of the agency.

**AGENCY:** Merit System Council

**SERIES:** 3971

**TITLE:** Regulations

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 4496

3

**TITLE:** Salt Lake County correspondence

**DATES:** 1967-1969.

**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:** Merit System Council

**SERIES:** 1041

3

**TITLE:** Social Security quarterly reports

**DATES:** 1967-1975.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**AGENCY:** Merit System Council

**SERIES:** 1043

3

**TITLE:** State agency budget records

**DATES:** 1957-1965.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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