Retention and Classification Report

Agency: National Guard (694)

12953 South Minuteman Drive
Draper, UT 84020-1776
801-432-4400

Records Officer Desiree Lee

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22201		State active duty orders
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AGENCY: National Guard

SERIES: 10339 3
TITLE: 145th Field Artillery scrapbook

DATES: 1917-1918.
ARRANGEMENT: None
DESCRIPTION:

World War I scrapbook on the 145th Field Artillery which included activated Utah National Guard units. Includes clippings, speeches, orders, etc. Apparently made by the Utah units.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/14/2003

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
Series documents the history and functions of the National Guard during World War I; records have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: National Guard

SERIES: 10346 3
TITLE: Accident and incident report case files
DATES: 1967-
ARRANGEMENT: None
DESCRIPTION:

This record series contains accident and incident case files. The records are used to document accidents involving National Guard personnel while on duty, National Guard equipment, and claims for destroyed or missing personal belongings of National Guard members. Information includes investigation reports and witness statements about vehicular accidents, injuries, missing or destroyed property, claims filings, etc.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 07/08/2014

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 75 years and then destroy.

Microfilm master: For records beginning in 1967 through 1982. Retain in State Records Center for 5 years and then destroy.

AGENCY: National Guard

SERIES: 10346
TITLE: Accident and incident report case files

(continued)

APPRAISAL:

Administrative
This retention is based on the requirements of the United States Army's records retention schedule FN 385-10f. The authority for this is derived from NC1-AU-82 and N1-AU-96-6.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 6308 4
TITLE: Adjutant General's records
DATES: i 1895-1965.
ARRANGEMENT: Chronological. Enclosures and endorsements may be kept together under one date.
DESCRIPTION:

This series provides a comprehensive account of the duties and activities of the office of the Adjutant General, the chief administrative officer of the National Guard. The series contains administrative papers, personnel data, fiscal papers, and historical information on the guard, its units, and its involvement in both state and federal actions. Correspondence with the federal War Department (later known as the Department of Defense) shows the evolution of the Guard from state to federal control.

Routine administrative functions represented throughout include orders, fiscal reports, supply purchases, and reports to the governor. Programs for encampments and various drills are frequent. Federal recognition of units generates numerous orders, rosters, and memoranda. Personnel papers include some enlistment, muster, and pay rolls; morning reports (drill attendance); firearms qualifications; accident, illness, injury, and death reports and investigations; promotions; demotions; etc.

There is much correspondence on use of federal facilities at Fort Douglas, and the construction of Camp Williams and armories around the state. It relates to work done by the Guard, private contractors, and the Works Progress Administration and includes some blueprints, copies of land titles, bills and receipts.

Records were created when the Guard was called into federal service at the time of the Spanish American War, the Mexican border campaign, World War I, and World War II. The office also documented the history of Guard units and Utah veterans of federal service from militia days to the Korean conflict. Records include unit histories, correspondence, pictures for designing regimental insignia, and World War I card files on veterans from Utah created by the federal War Department.

Other records document the Guard's role during labor strikes at mines; in police surveillance of strikers, communists, and other "subversives;" and the Adjutant General's arrangements for gubernatorial inaugurations.

Over the years, various types of documents have been filed as separate series. By the mid-1960s there are separate series for correspondence, morning reports, orders, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AGENCY: National Guard

SERIES: 6308
TITLE: Adjutant General's records

(continued)

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 the extensive and intensive information provided on the Guard, its units, and its personnel.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):

Private.	data on individuals including some personnel records, orders, correspondence, accident and injury reports, etc.
Controlled.	data on individual psychiatric history

AGENCY: National Guard

SERIES: 10347 3
TITLE: Annual reports
DATES: 1896-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains reports of activities from the previous year with information pertaining to agency activities, staff, facilities, projects, Adjutant General, military, National Guard, recruiting, public affairs, museum and historical services, unit locations, and organizational charts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/08/2001

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.

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.

APPRAISAL:

Administrative Historical
These records are annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets,

AGENCY: National Guard

SERIES: 10347
TITLE: Annual reports

(continued)

leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 22231 3
TITLE: Attendance records
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These attendance records are officially known as Department of the Army Form 1379 (DA Form 1379) and are used to document the attendance of National Guard members during their required monthly unit training (drill). Each four-hour period of training is called a Unit Training Assembly (UTA), and each eight-hour period a Multiple Unit Training Assembly (MUTA). Information on the DA Form 1397 includes the name, rank, and Social Security number of the service member as well as the name and identification number of the unit and the training dates.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/03/2010

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.

Microfilm master: Retain in Archives for 65 years and then destroy.

AGENCY: National Guard

SERIES: 22231
TITLE: Attendance records

(continued)

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

Administrative Legal
This disposition is in accordance with AR 140-185 and the Army Records Information Management System (ARIMS).

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: National Guard

SERIES: 22226 3
TITLE: Budget and audit reports

DATES: 1961-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are agency reports from the end of the fiscal year on the status of appropriation accounts and apportionment. Information also includes fiscal correspondence, budget request records, work program requests, audits, and ten-year plans to acquire lands (which include maps) and build armories. Organizational charts are included which help explain the organization of the office.

RETENTION:

Retain 7 years.

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 2, Item 2.

AUTHORIZED: //

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 7 years and then transfer to State Archives with authority to weed.

AGENCY: National Guard

SERIES: 22226
TITLE: Budget and audit reports

(continued)

APPRAISAL:

Administrative Historical
These records are agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 6306 4
TITLE: Carbon County coal strike records
DATES: i 1903-1904; 1909.
ARRANGEMENT: Chronological by day. Attachments remain with the date of the cover letter.
ANNUAL ACCUMULATION:
DESCRIPTION:

These records provide an account of the causes and effects of a strike and the role of the National Guard in maintaining order. A labor conflict between striking coal mine workers and the Utah Fuel Company in Scofield, Winter Quarters, Castle Gate, Sunnyside, and Clear Creek resulted in an atmosphere that threatened to become violent. The sheriff of Carbon County, notified Governor Heber M. Wells that he and other law enforcement agents needed assistance to maintain the peace. In response, Governor Wells issued a proclamation calling out the Guard on November 23, 1903. The papers consist largely of letters, telegrams, and minutes. Much of the correspondence was with Governor Wells. As governor, Wells was also commander-in-chief of the National Guard. Other correspondence is between Adjutant General Charles S. Burton and Brigadier General John Q. Cannon. Less frequent correspondents include other Guard officers, Utah Fuel Company staff and owners, Carbon County officials and citizens, the Italian Counsel, the Coal Mine Inspector, miners, and others.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

AGENCY: National Guard

SERIES: 6306
TITLE: Carbon County coal strike records

(continued)

APPRAISAL:

Historical
This disposition is based on the significance of labor strikes and the labor movement in early 20th century Utah. The series provides insight into a major event in eastern Utah history where coal mining and the related labor issues are particularly important.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 10113 4
TITLE: Carbon County firearms confiscation correspondence
DATES: i 1922-1931.
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

In summer 1922, labor strikes in the Carbon County coal fields resulted in the declaration of martial law. The National Guard was called out, and residents were ordered to turn over all firearms to military authorities. With the end of martial law, U.S. citizens could apply for return of their guns. This correspondence was generated as a result of individuals attempting to reclaim their property from the National Guard. Most letters are from residents requesting gun returns or are internal correspondence of the Guard trying to find those guns. Letters are regularly accompanied by notarized statements of citizenship; receipts; and a description of the firearm, usually including model and serial number. In some cases when the gun could not be located, a new gun was purchased or one substituted from the unclaimed guns. All these transactions are documented. There are also administrative memoranda and letters separated from the bulk. The memos include copies of the proclamations initiating and ending martial law, appeals by the Guard to the units to recover citizens' guns in the possession of individual Guard members, listings of collected arms, and Attorney General opinions defining use of firearms in destroying predators and regarding the sale of unclaimed guns. The separated letters were held pending proof of citizenship: a foreign national was required to be actively employed in the destruction of predatory animals or in caring for stock on the range to own a gun.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: National Guard

SERIES: 10113
TITLE: Carbon County firearms confiscation correspondence

(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

This disposition is based on the inclusion of information not available elsewhere. The series documents an aspect of labor conflict in the coal fields, provides intensive data on the role of the National Guard, and incidentally provides extensive citizenship data and artifact information of interest to genealogists and others.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 10338 3
TITLE: Check register
DATES: 1913-1916.
ARRANGEMENT: None
TOTAL VOLUME: 3.00 cubic feet.
DESCRIPTION:

These are check registers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: For records beginning in 1913 through 1916. Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

Administrative Historical
This disposition based on AR 600-8-105 (Military Orders) and Army Records Information Management System (ARIMS).

PRIMARY CLASSIFICATION:

Public

AGENCY: National Guard

SERIES: 6065 3
TITLE: Correspondence
DATES: 1898-1916.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

Contains broad variety of topics including administrative issues, personnel issues, logistics, etc.

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: 02/21/2007

FORMAT MANAGEMENT:

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Paper: 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: National Guard

SERIES: 6065
TITLE: Correspondence

(continued)

APPRAISAL:

Historical
Series contains information useful to researchers.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 6347 4
TITLE: Duty performed reports
DATES: 1926-1941; 1947-1950.
ARRANGEMENT: Chronological by year and month.
TOTAL VOLUME:
DESCRIPTION:

These volumes preserve an accurate monthly report for National Guard organizations. They document attendance at particular drills or exercises mandated under the National Defense Act of 1920. The forms which make up these volumes were issued by the federal War Department for completion. Attendance formed the basis for the payrolls and for determining the strength of various units.
Drills include armory and field training, encampments and maneuvers, schools of instruction, band practices, etc. The drills are identified along with date and participating units.
The attendance of each individual is also noted along with rank, enlistment date, and performance. Returns are further broken into tallies of numbers of specialists, enlisted men, and until 1937, caretakers and horses. Copies were sent by the commanding officer to the office of the Instructor for forwarding to Corps area headquarters. Other copies were sent to the state adjutant general and the federal Militia Bureau of the War Department.

RETENTION:

Retain 20 years

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 02/21/2007

AGENCY: National Guard

SERIES: 6347
TITLE: Duty performed reports

(continued)

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 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years 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 authority to weed.

Computer data files: Retain in Office until administrative needs end..

APPRAISAL:

Administrative Historical
This disposition is based on AR 600-8-105 (Military Orders).

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 10319 4
TITLE: Mexican Border Campaign muster rolls
DATES: 1916-1917.
ARRANGEMENT: By unit and rank
TOTAL VOLUME:
DESCRIPTION:

This series is a record of Utah National Guard units mustered into military service during the Mexican Border Campaign of 1916-1917. It contains muster-in and muster-out rolls of Utah National Guardsmen. The muster-in rolls include the following types of information for each serviceman: name, rank, description (age, height, complexion, eye color and hair color), birthplace, occupation, marital status, residence, emergency contact, date of commission or enlistment in state service, home station or company rendezvous, and signature. The content of the muster-out rolls is similar but much abbreviated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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
This series provides information on Utah National Guardsmen in the Mexican Border Campaign of interest to military historians and genealogists.

AGENCY: National Guard

SERIES: 10319
TITLE: Mexican Border Campaign muster rolls

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 6305 4
TITLE: Mexican border campaign records
DATES: i 1916-1917.
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

This series provides a comprehensive account of the activities of the National Guard when called into service by President Wilson in June 1916. The Guard protected against raids conducted by Mexican revolutionary factions across the border into the United States. The series consists primarily of administrative records and correspondence of individual units of the Guard: the First Utah Cavalry, the Field Hospital and Sanitary Department, and the First Field Artillery. Records include internal memoranda and orders, plus memoranda and orders between the units and the federal War Department or regional headquarters of the Regular Army. Correspondence with the State Adjutant General's Office in Salt Lake is also included. Mobilization activities are detailed, including recruitment, physicals, equipment issues, and muster in. Activities at the border are well documented, involving both logistical (rations, supplies, animals, etc.) and personnel issues. Personnel issues include absences, changes in rank, payroll, oaths, etc. Relief for dependent families is also addressed. There were few hostile encounters, but regular marches and maneuvers. Part of the Utah Cavalry was combined with a squadron from California to form a Provisional Regiment. Also cited are efforts to ensure adequate sanitary conditions and the role of the field hospital in treating the sick or injured. Mustering out procedures are detailed, spanning from Nov. 10, 1916 to Mar. 8, 1917.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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: National Guard

SERIES: 6305
TITLE: Mexican border campaign records

(continued)

APPRAISAL:

Historical
This disposition is based on the extensive and intensive information provided on the activation of Utah National Guard troops.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. particularly medical records, disciplinary actions, and personal financial records.

AGENCY: National Guard

SERIES: 27397 1
TITLE: Military Human Resource Records
DATES: 2010-
ARRANGEMENT: Alphabetical by surname or numerical by Social Security Number search.
TOTAL VOLUME:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 records are scanned and indexed in iPERMS and then destroy provided iPERMS backup has passed inspection.

AGENCY: National Guard

SERIES: 27397
TITLE: Military Human Resource Records

(continued)

Digital image: Retain in Office for 62 years and then transfer to National Archives.

APPRAISAL:

Administrative Historical
This retention is based on the need to maintain National Guard members' records throughout their careers and into retirement.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(f)(2008)

AGENCY: National Guard

SERIES: 5854 3
TITLE: Morning reports
DATES: 1950-1984.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

Attendence records at weekend training to show strength accounting and correct duty status of each member. The morning reports were phased out beginning in 1973 and replaced by SIDPERS C-27.

RETENTION:

Retain 75 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 for 75 years and then destroy.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

APPRAISAL:

Administrative Legal
This disposition is based on Army Directive AR 600-8 (1999) which requires a 75 year retention.

AGENCY: National Guard

SERIES: 5854
TITLE: Morning reports

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: National Guard

SERIES: 7226 3
TITLE: Officer personnel case files
DATES: 1894-2009.
ARRANGEMENT: Chronological, thereunder alphabetical by surname, microfiche by batch.
TOTAL VOLUME:
DESCRIPTION:

These files contain the complete personnel records for officers currently active in the National Guard and officers separated from the Guard. Files include personal history, enlistment records, and service records. They may also include separation papers. As of February 2003 the Officer's personnel files were combined with the enlisted personnel files.
Files are arranged alphabetically in the office. Records from 1894 thru 1984 were microfilmed,1985 thru 2000 are on microfiche, and after 2000 the paper documents are at the Records Center and can be accessed via request from the National Guard.

RETENTION:

Retain 65 years

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 11, Item 2.

AUTHORIZED: 06/17/2013

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 records are scanned and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Digital image: Retain in Office until administrative need ends

AGENCY: National Guard

SERIES: 7226
TITLE: Officer personnel case files

(continued)

and then delete.

Microfiche master: For records beginning in 1985 through 2000.
Retain in State Archives permanently.

Microfiche duplicate: For records beginning in 1985 through 2000.
Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Historical
This retention is based on the need to maintain National Guard members' records throughout their careers and into retirement.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(f)(2008)

AGENCY: National Guard

SERIES: 6842 3
TITLE: Official military correspondence
DATES: 1942-
ARRANGEMENT: Alphabetical by subject
TOTAL VOLUME:
DESCRIPTION:

Records, not duplicated elsewhere, that document how the office is organized and functions as well as its pattern of action, policies, procedures, and achievements. Includes electronic mail that communicates the above. Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 2 years

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 61.

AUTHORIZED: 03/31/2015

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 Archives with authority to weed.

AGENCY: National Guard

SERIES: 6842
TITLE: Official military correspondence

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 6678 3
TITLE: Official military personnel files
DATES: 1894-2009.
ARRANGEMENT: Chronological by filming batch, thereunder alphabetical by surname.
TOTAL VOLUME:
DESCRIPTION:

These files contain the complete personnel records for enlisted, ranking members of the Utah National Guard. They are kept to document the service member's military service and are the official documents used to determine eligibility for participation in retirement and military benefits programs. Files include National Guard Bureau (NGB) Form 22, separation from the National Guard; Department of Defense (DD) Form 214 separation from active service; enlistment records; service records; discharge, separation or transfer documents; and if applicable, retirement eligibility documents. The amount of detail recorded in the files increased over time. Many of the forms routinely ask for name, race, address, place of birth, age, sex, citizenship, employment, marital status, name and number of dependents, education, service and Social Security number. At the time of enlistment, a person's educational, employment, criminal, and medical histories are taken. A record of any prior service is kept. An enlistment agreement specifying length of service and oath of loyalty are signed. During service, forms are kept regarding the person's training, attendance, qualification in arms, promotions and reductions, combat record, security clearance, awards, judicial actions, medical records, and transfers. Retirement credit, based on attendance is included. Finally, forms document discharges, citing reason and authority for the action. 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

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 11, Item 2.

AGENCY: National Guard

SERIES: 6678
TITLE: Official military personnel files

(continued)

AUTHORIZED: 04/28/2009

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 scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative need ends and then delete.

Microfilm master: 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 duplicate: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Historical
This retention is based on the need to maintain National Guard members' records throughout their careers and into retirement.

AGENCY: National Guard

SERIES: 6678
TITLE: Official military personnel files

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-301(1)(f) (2008)

AGENCY: National Guard

SERIES: 10331 3
TITLE: Orders
DATES: 1904-2008.
ARRANGEMENT: Chronological by year, thereunder by order type.
TOTAL VOLUME:
DESCRIPTION:

The 1909-1917 orders consist mainly of new officer appointments, resignations, inspection dates, orders to specific units from the adjutant general, etc. These orders were created to address and transact the regular business of the National Guard and usually were issued to individual units of soldiers or to an entire command. The orders were issued in the form of correspondence and have been bound as books. Some volumes have indexes organized alphabetically by subject. The orders include unit promotions, discharges, transfers, equipment issuance and usage, assignment of duties, announcement of new regulations, announcement of changes to existing regulations, notifications of annual inspection dates, ration issuance and usage, etc. Information includes date of order, issuing office, order number and name of officer issuing order. May also include names of persons to whom certain orders pertain, such as notifying a unit of an individual's promotion and authorizing signatures. Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/22/2010

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: For records beginning in 1909 through 1931. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with

AGENCY: National Guard

SERIES: 10331
TITLE: Orders

(continued)

authority to weed.

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

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

APPRAISAL:

Historical

Series documents the history and functions of the agency and has ongoing research value.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 10328 3
TITLE: Pay vouchers
DATES: 1968-
ARRANGEMENT: None
TOTAL VOLUME:
DESCRIPTION:

History of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain Until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfiche master: For records prior to and including 2000. Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal
Series has temporary administrative and fiscal value and may be destroyed according to retention schedule.

AGENCY: National Guard

SERIES: 10328
TITLE: Pay vouchers

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: National Guard

SERIES: 80088 3
TITLE: Permanent Orders
DATES: 1942-
ARRANGEMENT: Numerical by order number, thereunder chronological
ANNUAL ACCUMULATION: 3.50 cubic feet.
DESCRIPTION:

These are official orders issued by the adjutant general's office placing individuals and units on active duty, directing them to take a particular action, granting them an award, or calling for unit reorganization. As of 2008, only unit reorganizations, and award notification will be included in series.

RETENTION:

Retain 20 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

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 scanned and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative needs end and then delete.

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

Microfilm master: Retain in State Archives permanently with

AGENCY: National Guard

SERIES: 80088
TITLE: Permanent Orders

(continued)

authority to weed.

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

Compact disc: Retain in Office until administrative needs end and then destroy.

APPRAISAL:

Administrative Historical
This disposition is based on AR 600-8-105 (Military Orders) and the Army Records Information System (ARIMS).

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)

AGENCY: National Guard

SERIES: 2221 3
TITLE: Publications
DATES: 1896-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records may contain annual report. These records include publications available to the public that document activities of the National Guard. 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/17/2009

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: National Guard

SERIES: 2221
TITLE: Publications

(continued)

APPRAISAL:

Historical
These records are of historical value because they document the activities of the National Guard and are publications that were available to the public. They also have intrinsic value due to their age and because of the proximity in date to the Spanish American War.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 26076 3
TITLE: Security revocation files
DATES: 1982-
ARRANGEMENT: Chronologically by year and thereunder alphabetically by surname.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Occasionally the National Guard revokes security clearance for certain personnel. The records in these files document those revocations. Files include both records relating to the original grant of security clearance and to the revocation of that clearance. Records relating to the current security clearance status of personnel.

RETENTION:

Retain 50 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 16, Item 11.

AUTHORIZED: 01/10/2006

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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

APPRAISAL:

Administrative

AGENCY: National Guard

SERIES: 26076
TITLE: Security revocation files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: National Guard

SERIES: 10320 4
TITLE: Spanish American War and Philippine Insurrection muster rolls
DATES: 1898-1899.
ARRANGEMENT: By unit and rank
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains muster-in and muster-out rolls for Utah military units called into service during the Spanish American War. The muster-in rolls include the following types of information for each serviceman: name, rank, description (age, height, complexion, eye color and hair color), birthplace, occupation, marital status, residence, emergency contact, date of commission or enlistment in service, valuation of horses and equipment, home station or company rendezvous, and signature. The content of the muster-out rolls is similar but much abbreviated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

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: National Guard

SERIES: 10320
TITLE: Spanish American War and Philippine Insurrection muster rolls

(continued)

APPRAISAL:

Historical
This series provides information on veterans of Utah military units called into service during the Spanish American War of interest to military historians and genealogists.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 20843 3
TITLE: Spanish American War ante-muster pay records
DATES: 1912-1955.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These records contain correspondence, banking records, applications, and receipts pertaining to the antemuster fund. The fund was moneys allocated by Congress to pay the claims of volunteers from the time they enlisted to the time they were mustered into federal service. The account was set up by Congress, turned over to the Governors, and in Utah then turned over to the Adjutant General of the National Guard for administration.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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:

Administrative Fiscal Historical
These records document the claims of volunteers from Utah from the time they enlisted to the time they were mustered into federal service for the the Spanish American War.

PRIMARY CLASSIFICATION:

Public

AGENCY: National Guard

SERIES: 20843
TITLE: Spanish American War ante-muster pay records

(continued)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: National Guard

SERIES: 983 3
TITLE: Spanish American War medals
DATES: 1898-1899.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are unclaimed service medals. The top pin bar gives the individual's name. Pendant from the bar is a disc with the state seal and the phrase "Defender of the Nation's Honor in the War with Spain 1898-1899". The obverse says "The Gift of the State of Utah to her Volunteers" with bugle, crossed saber and bayoneted rifle, and crossed cannons.

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:

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.

Artifacts: 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: National Guard

SERIES: 983
TITLE: Spanish American War medals

(continued)

APPRAISAL:

Historical
These are unclaimed service medals from 1898, given by the State of Utah to participants in the Spanish American War in 1898-1899. These medals have intrinsic value and information value because the medal includes the name of the volunteer.

PRIMARY CLASSIFICATION:
Public

AGENCY: National Guard

SERIES: 10329 3
TITLE: Special orders
DATES: 1917-1980.
ARRANGEMENT: Chronological by order issue date.
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

This series contains Special Orders issued by the Adjutant General's Office. Special Orders are typically created to give instructions to or regarding specific National Guard personnel. The orders relate to such issues as appointments, assignments, transfers, leaves of absence, promotions, reductions, resignations, and discharges. The bound volumes of orders dated from 1917-1928 and 1930-1941 are the official copy maintained by the Adjutant General's Office. Information in the orders includes the date of order, issuing office, order number, name of commanding officer issuing order and the text of the order.

RETENTION:

Retain 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 50 years or until administrative need ends 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 authority to weed.

AGENCY: National Guard

SERIES: 10329
TITLE: Special orders

(continued)

APPRAISAL:

Administrative Historical
This appraisal is based upon the value of these records in documenting the day-to-day workings of the agency.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. These records may contain some private information. This information is regarded as public after 75 years. UCA 63G-2-302 (1)(g&h); 63G-2-302 (2)(d) (2008).

AGENCY: National Guard

SERIES: 22201 3
TITLE: State active duty orders
DATES: 1942-
ARRANGEMENT: Chronological, thereunder numerical.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are official orders issued under the authority of the Governor when National Guard members or units are activated for state emergencies. State active duty orders are also issued when state government has identified and funded specific individual or unit military training.

RETENTION:

Retain 2 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

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 Archives with authority to weed.

Digital image: Retain in Office until administrative needs end and then delete.

AGENCY: National Guard

SERIES: 22201
TITLE: State active duty orders

(continued)

APPRAISAL:

Administrative Historical
This disposition based on AR 600-8-105 (Military Orders) and the Army Records Management System (ARIMS).

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)

AGENCY: National Guard

SERIES: 10327 3
TITLE: World War II records
DATES: 1941-1945.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Contains rosters of National Guardsmen who were WWII veterans and federal unit histories for units in which Utah guardsmen served, especially the 40th infantry.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/14/2003

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
Series documents the history and function of the agency during an historically important period and is useful to researchers.

PRIMARY CLASSIFICATION:

Public