

# Retention and Classification Report

**Agency:** Governor's Office. Office of Planning and Budget (762)

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**Records Officer** Jackie Jameson

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16986	Budget estimates and justification files
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84197	Budget recommendations reports
22198	Budget summary reports
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**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 1579

3

**TITLE:** Administrative records

**DATES:** 1963-1993.

**ARRANGEMENT:**

**DESCRIPTION:**

The records include advisory committee folders, air traffic exhibits, address transcript and summary data notifications.

**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:** Governor's Office. Office of Management and Budget

**SERIES:** 16583

3

**TITLE:** Administrative subject files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are subject files created and maintained by the administration of the agency on various topics. The files include correspondence, policies, budget requests, budget information meeting agenda, reports (published and unpublished), organizational charts, architectural plans, and photographs.

**RETENTION:**

Retain for 7 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 02/01/1999.

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

**APPRAISAL:**

Administrative Historical

These subject files contain many duplicate records, but they also contain original reports, and other documents.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 16583

**TITLE:** Administrative subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2) (2008)

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22218

3

**TITLE:** Annual planning reports

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports provide a directory of all planning activities in the state and contain information pertaining to state agency planning; Office of Planning and Budget coordination activities; and local, regional and federal planning in Utah.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 16986

3

**TITLE:** Budget estimates and justification files

**DATES:** 1981-

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records provide documentation for the presentation of budget requests. They are retained to cover administrative needs to prepare future budgets. INCLUDES four fiscal years preparation notes, studies, supporting documentation to arrive at formal division budget requests. Also includes: names, social security numbers, employer, salaries, signatures, and telephone numbers.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until no longer needed and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Social Security Numbers

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84198

3

**TITLE:** Budget hearing records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These reports document hearings held to address state agency budgets. The hearings are used as a forum to discuss the Budget in Brief reports in order for the Governor to make his recommendations to the Legislature.

**RETENTION:**

Retain for 7 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 12/01/1998.

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

**APPRAISAL:**

Administrative Fiscal Historical

These reports document the decisions for agency budgets and are historically and fiscally valuable.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84198

**TITLE:** Budget hearing records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84197

3

**TITLE:** Budget recommendations reports

**DATES:** 1923-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These reports contain the proposed budgets for state agencies. The information includes proposed monetary requirements, budget justification data, and specific programs for which the proposed budget will be apportioned and the amount estimated for each.

These reports are the basis for each state agency's annual budget for the coming fiscal year.

They have been popularly known as the Governor's Budget Recommendations and the Annual Budget and include the Budget in Brief. Begun by the Department of Finance, publication of the budget recommendations was transferred to the Governor's Office of Budget and Planning following agency reorganization ca. 1969.

**RETENTION:**

Retain for 7 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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 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.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84197

**TITLE:** Budget recommendations reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

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

This disposition is based on the value to researchers of Utah's  
political history and the fiscal operations of the state.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22198

3

**TITLE:** Budget summary reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological by publication date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains budget summaries for state government with information pertaining to budget overview, operating and capital budgets by department, capital budget and debt service, internal service funds, personal services summary, appropriations bills summary, and historical data.

**RETENTION:**

Retain 7 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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

**APPRAISAL:**

Historical

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

Records in this series should be retained due to their research value.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22198

**TITLE:** Budget summary reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22217

3

**TITLE:** Census Briefs

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains reports based upon the Census and contain information pertaining to age distribution, employment, income, housing, and growth rate.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

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

Briefs document census results and have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5834

3

**TITLE:** Civilian conservation corps camps maps

**DATES:** 1935-1942

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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:** Governor's Office. Office of Management and Budget

**SERIES:** 19081

3

**TITLE:** Clearing house committee minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final report, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain 12 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 2 years and then transfer to State Records Center. Retain in State Records Center for 10 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 6.

Records in this series document agency functions, decisions, and history. These records are useful to researchers.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 19081

**TITLE:** Clearing house committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6445

3

**TITLE:** Clearing house records

**DATES:** 1969-

**ARRANGEMENT:** Chronological, thereunder numerical

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These records are collected for the review of actions regarding Natural Resource activities and federal grant applications. Information includes federal environmental impact statement, federal grant applications and state actions regarding natural resources.

**RETENTION:**

Retain 25 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 03/01/1998.

**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 24 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Fiscal Historical

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6445

**TITLE:** Clearing house records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3028

3

**TITLE:** Community action program director's minutes

**DATES:** 1966-1967.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

Records in this series document agency functions, decisions, and history. The records are useful for research.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4697

3

**TITLE:** Community action program grant records

**DATES:** 1969-1970.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4679

3

**TITLE:** Community assistance program project files

**DATES:** 1966-1972.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4675

3

**TITLE:** Community assistance program records

**DATES:** 1963-1970.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20729

3

**TITLE:** Contracts

**DATES:** 1968-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files document agreements between the state and various contractors. The contracts include contracts with private contractors such as Ford Motor Company and Price Waterhouse, state agencies such as the Division of State History and the University of Utah's Department of Physics, and Federal agencies such as the National Park Service and Bureau of Land Management.

**RETENTION:**

Retain for 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after last payment and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal  
This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 8.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20729

**TITLE:** Contracts

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4696

3

**TITLE:** Correspondence

**DATES:** 1967-1969.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4740

3

**TITLE:** Data processing planning reports

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by agency name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These plans are created by state agencies and filed with the Office of Planning and Budget. They are used by the State Data Processing Coordinator and staff to document and track state data processing purchases and the disposition of obsolete equipment. The plans provide the department and division names and the date of the report. The report is revised each fiscal year. Each plan inventories the agency's workstations, processors, software, storage, communications, output devices, and other related data processing equipment. The plans list model numbers, low organization numbers, a description of the equipment, current inventory, number of new acquisitions, costs, maintenance/lease costs, number of dispositions, reimbursement amount, maintenance/lease reductions in cost, total number in inventory including recent acquisitions and dispositions. The plans also may include quarterly or monthly acquisition reports, related policy material, and data processing initiatives. The files also document monthly breakfast meetings planned by the State Data Processing Coordinator and attended by state data processing managers which offer both vendors and managers the opportunity to discuss new informational technologies and how division or departmental plans could be modified to take advantage of equipment and software improvements.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4740

**TITLE:** Data processing planning reports

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 5, Item 7 which states that data processing plans are permanent. This meets both the primary administrative need of the agency and other state offices and affirms the secondary informational value of the records to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22205

3

**TITLE:** Demographic reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports are produced by the Demographic and Economic Analysis section to provide the public with a comprehensive demographic document from the state. These reports contain information pertaining to population, households, census, births, deaths, natural increase, migration, and fertility rates.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

Records in this series document the history of the state and have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81700

3

**TITLE:** Deputy Director/State Planning Coordinator's administrative files

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the files of the officer who acts as the governor's advisor on state, regional, metropolitan, and local governmental planning matters relating to public improvements and land use. These files include copies of the governor's speeches, task force working papers, policy background papers and recommendations, analysis of block grants, agenda and minutes of the State Planning Advisory Committee, and correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**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 1 year and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

The records of an official who acts as an advisor to the governor have long-term research potential. The reference staff may later want to review the records and weed out any that are less valuable.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81700

**TITLE:** Deputy Director/State Planning Coordinator's administrative files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4011

3

**TITLE:** Director's administrative files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the administrative actions and decisions of the Director of the Office of Planning and Budget including many records concerning special legislative sessions. Many of these records will be duplicated by those in the Governor's Office but much is also original material.

**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 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 23706

1

**TITLE:** E-Utah user profile database

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Information in the e-Utah user profile database is collected by the Governor's Chief Information Officer, upon the request of the user, to provide basic user information including name, address, electronic mail address, age, income, gender, and a list of personal interests in order to provide personalized service. The database allows a user to access a personalized web page containing information and services relevant to the consumer. The user may also choose to receive "reminder services" for events, a personalized calendar, the ability to authenticate services using a single provider, online support, updating account information, online payment for services, and other services as yet to be determined.

**RETENTION:**

Retain until system is upgraded or no longer used.

**DISPOSITION:**

Destroy.

**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.

Computer data files: Retain in Office until system is upgraded or no longer used and then delete.

**APPRAISAL:**

Administrative

The value of this database is in documenting profiles of e-Utah users and the benefits available to them.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 23706

**TITLE:** E-Utah user profile database

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(2)(d)(2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(10)(2008)

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22206

3

**TITLE:** Economic and demographic profiles reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports provide the most frequently requested economic and demographic data arranged by state, county and multi-county. The reports contain information pertaining to population, employment, wages, births, deaths, and migration and provide the same information for each year beginning in 1960 and continuing up to the year of the publication.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22207

3

**TITLE:** Economic and demographic projections reports

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports, produced by the Demographic and Economic section, present population and employment projections reflecting economic and demographic conditions for the State of Utah, its multi-county planning districts and counties. The primary purpose of the reports is to assist with planning coordination in state government by providing a uniform set of economic and demographic projections. The reports contain information pertaining to population, fertility, employment, births, deaths, and age.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

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

Publications document agency projections and have ongoing research value.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22207

**TITLE:** Economic and demographic projections reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 11909

3

**TITLE:** Economic and physical development group records

**DATES:** 1975-1977.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records include minutes of meetings, meeting agendas, memoranda, correspondence, draft copies of suggested policies, proposed statements, reports, and handwritten notes.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

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

Records in this series document agency functions, decisions, and history. These records are useful to researchers.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 11909

**TITLE:** Economic and physical development group records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22197

3

**TITLE:** Economic Report to the Governor

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is the principal source for data, research and analysis about the Utah economy. The report includes a national and state economic outlook, a summary of state government economic development activities, an analysis of economic activity based on the standard indicators, and a more detailed review of industries and issues of particular interest. The primary goal of the report is to improve understanding of the Utah economy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

Records in this series document agency history and functions and are useful to researchers.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6578

3

**TITLE:** Employee time planning report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Compilation of position control files, which keep track of positions that have been authorized by the Department of Human Resource Management, used for budget justification and planning. Information includes number of positions and their cost.

**RETENTION:**

Retain 6 months

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 21.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 21.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6578

**TITLE:** Employee time planning report

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4739

3

**TITLE:** Employee time sheets

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by employee surname, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 years following expiration of grant.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after expiration of grant period and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4739

**TITLE:** Employee time sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Social Security Numbers.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10010

3

**TITLE:** Executive director's administrative budget records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

**RETENTION:**

Retain Retain in office for seven 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 7 years or until administrative need ends or directors change and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 8.

This disposition is based on the 1990 Utah General Retention Schedule, Schedule 2, Item 8.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10010

**TITLE:** Executive director's administrative budget records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3031

3

**TITLE:** Federal assistance project notifications

**DATES:** 1971-1990.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are applications for federal grants or other federal monies. To apply for federal funding, a state agency must first get approval of State Planning; if approved a copy of a letter from the Governor is sent to the federal agency along with the grant application. These are forms notifying the state that the agency intends to seek federal funding, along with the copy of the grant application, areawide clearinghouse review, etc.

**RETENTION:**

Retain in office for 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until grant has expired and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3031

**TITLE:** Federal assistance project notifications

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on Utah State General Records  
Retention Schedule, Schedule 2, Item 9.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22203

3

**TITLE:** Federal grants-in-aid reports

**DATES:** 1973-1978

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains reports that provide basic summary data on the distribution of federal grants in the state. The reports contain information pertaining to applicant; project title; federal, state and local contributions; starting and ending dates of grant period; and state application identifier number.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 4.

Records in this series document grants received by state agencies and have research value.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22203

**TITLE:** Federal grants-in-aid reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6581

3

**TITLE:** Financial Information Resources System (FIRMS) periodic reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6581

**TITLE:** Financial Information Resources System (FIRMS) periodic reports

(continued)

**APPRAISAL:**

Fiscal

This disposition is based on Utah State General Records  
Retention Schedule, Schedule 7, Item 21.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 9151

3

**TITLE:** Governor's Award for Science and Technology nomination files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The Governor's Award for Science and Technology is given annually by the Governor's Science Council to Utahns who have made significant scientific contributions to the state and nation. The nominations are prepared by members of the scientific, educational, medical, government, and business professions who know the candidates and their achievements. The nomination files are reviewed by the Science Council, which is chaired by the Office of Planning and Budget's Science Advisor. Final award decisions are documented in the State Advisory Council on Science and Technology annual report (series 05116). The files include letters of recommendation and candidates' resumes.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1990.

**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 1 year after award decision has been made and then transfer to State Archives.

**APPRAISAL:**

Historical

This disposition is based upon the historical significance of the group of Utah scientists documented by the series.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 9151

**TITLE:** Governor's Award for Science and Technology nomination files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81431

3

**TITLE:** Governor's budget retreat reports

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The purpose of these records is to document the budget strategy planned for the year. It includes legislative review, Governor's priorities, fiscal "facts of life", budget process, agency priorities, Governor's speech, and schedule of budget hearings.

**RETENTION:**

Retain for 8 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 03/01/1999.

**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 Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

This disposition is based on the secondary historical value to researchers interested in Utah's governors and their budget processes.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81431

**TITLE:** Governor's budget retreat reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(29) (2008)



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84200

3

**TITLE:** Governor's detailed recommendations records

**DATES:** 1987-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the recommendations of the Governor to the Legislature concerning state agency budgets. The Legislature uses these recommendations in determining the budgets for each agency for the coming fiscal year.

**RETENTION:**

Retain for 7 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 12/01/1998.

**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 5 years and then transfer to State Archives 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 Fiscal Historical

These records are historically and fiscally valuable.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 84200

**TITLE:** Governor's detailed recommendations records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22204

3

**TITLE:** Grants and services manuals

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These manuals summarize all discretionary funds, pass-through monies, and administrative services for which private citizens, organizations and local governments may apply. The purpose of the manual is purely informational; it is not intended as an official document, rather, it will be used to direct inquiries to those most familiar with the specific programs.

**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:**

Administrative Historical

Documents in this series are used to refer people where grants are available. They are not official records.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6550

3

**TITLE:** Leave adjustments

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number, and employee name.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 10.

Disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 10.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6550

**TITLE:** Leave adjustments

(continued)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6577

3

**TITLE:** Leave and overtime summary report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

**RETENTION:**

Retain administrative need.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 13.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 13.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6577

**TITLE:** Leave and overtime summary report

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4695

3

**TITLE:** Local affairs program records

**DATES:** 1969-1970.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22228

3

**TITLE:** Local government planning reports

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains planning reports for cities, counties, multi-county government associations. The reports contain information pertaining to purpose of the study, organization framework, scope of the assessment, impacts, population, ordinances, housing, history, services, transportation, education, conclusions and recommendations.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

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

The disposition is based on the value of these planning reports from cities and counties which include a great deal of information about the locality together with conclusions and recommendations.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22228

**TITLE:** Local government planning reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81433

3

**TITLE:** Management and budget reporter

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records contain the Management and Budget Reporter sent to all Utah state agencies each year to inform them of budget decisions for state government. The report includes information about budget projections, schedules of activities for budget preparation and uses, general instructions, guidelines and reminders.

**RETENTION:**

Retain for 8 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 10/01/1998.

**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 Records Center. Retain in State Records Center for 3 years and then transfer to State Archives 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:** Governor's Office. Office of Management and Budget

**SERIES:** 81433

**TITLE:** Management and budget reporter

(continued)

**APPRAISAL:**

Administrative Fiscal Historical

This disposition is based on the value of this report to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5833

3

**TITLE:** Map state of Utah

**DATES:** 1922-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**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:** Governor's Office. Office of Management and Budget

**SERIES:** 11927

3

**TITLE:** MX technical issues briefing transcript

**DATES:** 1980.

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records in these subject files include correspondence, memoranda, Air Force information, defense nuclear agency documents, governor's MX speeches, congressional delegation information, governor's freedom of information letters, environmental health letters, etc.

**RETENTION:**

Retain archives custody

**DISPOSITION:**

Retain in agency custody.

**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.

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

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

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

**APPRAISAL:**

Historical

Disposition is based on the historic value of these records in documenting the MX program and the profound economic, environmental, and social impacts it would have had on the state of Utah.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 11927

**TITLE:** MX technical issues briefing transcript

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3032

3

**TITLE:** News bulletins

**DATES:** 1967-1971.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22202

3

**TITLE:** Newsletters

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains weekly newsletters with information pertaining to clearinghouse status reports, available grants and notices. The status reports provide the state application identifier number, originator/description of project, impact area, contact person and comment due date.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3027

3

**TITLE:** Pacific inter-agency committee minutes

**DATES:** 1967-1969.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

Records in this series document agency functions, decisions, and history. These are useful to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3033

3

**TITLE:** Payroll register

**DATES:** 1966-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6299

3

**TITLE:** Personnel files

**DATES:** 1963-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain 65 years from the date of employment or 3 years after the date of retirement or death, whichever is earliest.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 65 years and

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6299

**TITLE:** Personnel files

(continued)

then destroy.

**APPRAISAL:**

Administrative

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

**PRIMARY CLASSIFICATION:**

Public                      UCA 63G-2-301(1)(e)(2008)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 17802

3

**TITLE:** Planning coordinator futures and projections report

**DATES:** 1975.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a study on alternative future projections of economic and demographic conditions produced by the Utah State Planning Coordinator's office. The report, published in September 1975, covers projects of possible futures from 1975 to 1990.

**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.

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:**

Historical

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

Disposition is based on value of these projections on usage of alternative fuels for research and for comparison against actual results.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 17802

**TITLE:** Planning coordinator futures and projections report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 25491

3

**TITLE:** Planning general subject files

**DATES:** 1983-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

THIS SERIES INCLUDES STATE AND LOCAL GENERAL GOVERNMENT FILES, PLANNING REPORTS, UTAH TOMORROW FILES, COUNTY PLANNING PROJECTS, CORRESPONDENCE, AND MISCELLANEOUS LAND FILE GENERAL HISTORICAL USE.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22225

3

**TITLE:** Planning newsletters

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains quarterly newsletters with information pertaining to Office of Budget and Planning activities, state planning projects, and planning issues.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3029

3

**TITLE:** Planning studies records

**DATES:** 1957-1970.

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records of the State Planning Coordinator, includes: a Salt Lake Area Transportation Study, 1964-1969; Health Planning and Development Relationships report ca. 1970; etc.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

These historic publications have research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6579

3

**TITLE:** Posting payroll control reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Reports from the Division of Finance indicating the status of agency payroll transactions.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 23.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 23.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6579

**TITLE:** Posting payroll control reports

(continued)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6576

3

**TITLE:** Preliminary payroll detail reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

**RETENTION:**

Retain 3 months.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 16.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 16.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6576

**TITLE:** Preliminary payroll detail reports

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 22219

3

**TITLE:** Publications

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; demographics; economics; planning; budget; and all other activities of the Office of Planning and Budget. Consists primarily of isolated publications not part of a more specific series.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20898

3

**TITLE:** Requests for information

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by category, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used to solicit vendor input about information systems. The information gathered is used in formulating information technology plans and strategies for placing government services online. The services will allow customers to order publications, make payments, and conduct other business with state agencies over the internet. The records include information for different aspects of the services such as systems and payments. The records include computer software, hardware, and service solutions that are proprietary to individual vendors and partnerships.

**RETENTION:**

Retain for 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1999.

**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.

Computer data files: Retain in Office for 3 years and then delete.

Paper copy: Retain in Office for 6 months and then destroy.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20898

**TITLE:** Requests for information

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the use of these records in planning, implementing, and maintaining an online customer service system for state agencies.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2) and (4)

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20901

3

**TITLE:** Requests for proposals

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by category, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are competitive bid proposals for information technology goods and services. The goods and services are to be used in establishing and maintaining an online customer service system for state agencies. The services will allow customers to order publications, make payments, and conduct other business with state agencies over the internet. The records include information for different aspects of the services such as systems and payments. The records include proprietary information and prices of computer software, hardware, and service solutions proposed by the individual vendors and partnerships.

**RETENTION:**

Retain for 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1999.

**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.

Computer data files: Retain in Office for 3 years and then delete.

Paper copy: Retain in Office for 6 months and then destroy.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20901

**TITLE:** Requests for proposals

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the use of the records for purchasing and maintaining an online customer service system for state agencies.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2) and (4)

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 16985

3

**TITLE:** Resource development coordinating council review files

**DATES:** 1977-

**ARRANGEMENT:** Numerical by file number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain documentation of task force findings concerning science and energy, energy conservation, and development. The information is used for mapping the development of Utah's energy resources.

**RETENTION:**

Retain for 7 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 02/01/1999.

**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 5 years and then transfer to State Archives 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:** Governor's Office. Office of Management and Budget

**SERIES:** 16985

**TITLE:** Resource development coordinating council review files

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the variety of information contained in this file. The information which documents the activities, recommendations and accomplishments of the bureau are of long term value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 19010

3

**TITLE:** Science Advisor's technical reference files

**DATES:** 1981-

**ARRANGEMENT:** Chronological, thereunder alphabetical by reference type

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are technical reference materials collected by the State Science Advisor, of the Governor's Office of Planning and Budget. Most of the information was created by outside sources. The records are used by the Science Advisor for reference on various technical issues, and making decisions on future projects which relate to the position. Information includes Environmental Impact Statements, Waste Management reports, and other related material used in the operation of the office.

**RETENTION:**

Retain 10 years after administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives 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:** Governor's Office. Office of Management and Budget

**SERIES:** 19010

**TITLE:** Science Advisor's technical reference files

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5017

3

**TITLE:** Science advisor mailing list notebook

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by committee name or acronym

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This notebook documents the membership of each of the Governor's science advisory committees and lists other interested parties, all of whom will be sent committee announcements, minutes, and other committee information by the Governor's Science Advisor and staff. The committees included in the notebook are the Science Advisory Committee (SAC); Centers of Excellence Review Committee (COE); Utahnet Task Force, a business and public relations committee; Fusion Council Advisory Committee; Cold Fusion Legislative Oversight Committee; Citizens Advisory Committee on Dugway Testing (CACDT); and the Nuclear Waste Transportation Task Force. Most of the membership lists include names, business or home addresses and phone numbers of Governor's appointees, ex officio members, and their spouse's names.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until membership is updated or committee is discontinued and then destroy.

**APPRAISAL:**

Administrative

This disposition is based upon administrative need as expressed by the agency. Committee membership is permanently documented as part of the State Advisory Council on Science and Technology annual report.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5017

**TITLE:** Science advisor mailing list notebook

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

Home address, home phone number, and marital status are  
Private.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10298

3

**TITLE:** Science advisor records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the duties and role of the State Science Advisor in Utah's government. The Science Advisor is appointed under UCA 9-2-506, and also acts as a non-voting member of the State Advisory Council on Science and Technology. The Advisor acts as the executive secretary of the Council and carries out those duties the Council may assign and informs the Governor about the possible effects that the presence of chemicals may have on the people and the environment of Utah. These may be in the form of chemical tailings from industrial sites, chemical weapons, and the transport of weapons across the state. The Advisor also keeps the Governor informed about advances in scientific technology and the possible effects and benefits these may have on Utah. Information includes the Advisor's findings and recommendations to the Governor. The Science Advisor's records also include reports from the Advisory Council on Science and Technology and the Governor's Medal for Science and Technology. These reports are ongoing and are used to give advice to the Governor, Legislature, and any others with an interest in the scientific data detailed in the reports.

**RETENTION:**

Retain 6 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 11/01/1999.

**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 4 years and then transfer to State

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10298

**TITLE:** Science advisor records

(continued)

Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on evidentiary value of these files. They document the issues addressed by the Science Advisor and the State Advisory Council on Science and Technology.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10299

3

**TITLE:** Science advisor's correspondence

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**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 4 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 9.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5116

3

**TITLE:** State Advisory Council on Science and Technology annual report

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Annual reports of the Science Advisory Council are created by the Governor's Science Advisor and staff to document the mission, activities, and achievements of the Council and its subcommittees. The reports generally give some history of the Council, describe its duties and powers, list the council membership and ex-officio members as well as professional titles, places of employment, length of terms, and offices held on the committee. Each report provides a narrative on the activities of each of the Council's four committees during the past year and the next year's plan of action. The committees include the Mineral Lease Committee, the Math and Science Education Committee, the Governor's Medals for Science and Technology Committee, and the Centers of Excellence Committee. An appendix includes the membership of each committee.

**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 3 years and then transfer to State Archives.

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

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 5116

**TITLE:** State Advisory Council on Science and Technology annual report

(continued)

**APPRAISAL:**

Historical

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

The Utah General Retention Schedule 1990, Schedule 1, Item 6,  
holds that final reports of state committees document  
governmental activities and accomplishments and shall be retained  
permanently.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81436

3

**TITLE:** State committee on productivity and efficiency files

**DATES:** 1985-1989.

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The purpose of this study was to find and promote economy and efficiency in Government. It includes a Dan Jones survey, Committee on Executive Reorganization recommendations, minutes of the reorganization committee meetings, the SCOPE publication and Department implementation plans.

**RETENTION:**

Retain for 7 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 07/01/1999.

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

**APPRAISAL:**

Administrative Historical Legal

These files are of great interest to public employees as well as researchers. They document the SCOPE program very well.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 81436

**TITLE:** State committee on productivity and efficiency files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10263

3

**TITLE:** Superconducting super collider task force records

**DATES:** 1984-1987.

**ARRANGEMENT:** Chronological by date.

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

These records were created by or at the request of the governor's Superconducting Super Collider (SSC) Task Force, which is staffed by the governor's science advisor and the Office of Planning and Budget. They document meetings of the task force, and studies and draft proposals recommending that the United State Department of Energy select Utah as the site for constructing the super collider. The records include task force meeting agenda, minutes, and handouts; draft site proposals for Cedar Mountains and Ripple Valley; site comparisons; progress reports; copies of governor press releases, news articles, Department of Energy questions and answers, and other community relations information; and correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Historical

These records have primary and secondary evidential and informational values because they are the actual proposals submitted to the federal government in Utah's attempt to secure the project for the state. They also show the impact such a

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10263

**TITLE:** Superconducting super collider task force records

(continued)

project would have on the state and reveal information on other related topics. They may also be useful in attempts to secure similar projects in the future.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10012

3

**TITLE:** Tax limitation planning committee records

**DATES:** 1988-1989.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records were created by the Governor's Tax Limitation Planning Committee (December 1988 through March 1989) and by the Office of Planning and Budget (OPB) in an effort to look at alternative approaches to government spending. This committee was created by the Governor in response to tax initiatives and anti-tax petition drives that commanded much public attention in the late 1980s. The records include the short-lived committee's meeting minutes, OPB statements regarding the impact of the tax initiatives on state agencies and local governments, related newspaper articles, and an enrolled copy of the State Government Spending Limitation Act (H.B. 270) that was approved by the Legislature in the 1989 General Session.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1991.

**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 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the primary evidential value of the records as the principle source of documentation of the Tax Limitation Planning Committee. Furthermore, the records have a secondary informational value to researchers interested in tax reduction movements.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 10012

**TITLE:** Tax limitation planning committee records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6580

3

**TITLE:** Time and attendance reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 25.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6580

**TITLE:** Time and attendance reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 11916

3

**TITLE:** Urban planning project records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by geographical area

**TOTAL VOLUME:**

**DESCRIPTION:**

Information recorded in these files deals with grants for the urban planning project. Information includes grant amounts, conditions for receiving grants, and locations which received grants. There are files for various geographic areas (city, county).

**RETENTION:**

Retain 3 years after grant expires.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after grant expires and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 11916

**TITLE:** Urban planning project records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4477

3

**TITLE:** Utah Data Guide newsletter

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains newsletters from the Data Center of the Demographic and Economic Analysis Section with information pertaining to population, economic reports to the Governor, current economic conditions, future economic indicators and agency personnel.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical

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

Publications document economic conditions and indicators. These records are useful to researchers.

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 4477

**TITLE:** Utah Data Guide newsletter

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20093

3

**TITLE:** Utah process economic and demographic model system

**DATES:** 1979-

**ARRANGEMENT:** None

**TOTAL VOLUME:**

**DESCRIPTION:**

This system constructs structural equation models that relate to changes in Utah's economy and demographics. These projections include detailed information from the state to the county level. The information forms a data foundation upon which long term capital and social service program decisions are made by the State of Utah. The reports generated from the models are released every two years. The system contains projections from the baseline of non-report years as well as those from the report years. The 1996 system contains historical information from the previous reports. The system's computer files include the models, input data, data processing software, report writing software, official projections, and output of the models. Information input into the system consists of statistics collected from various State and Federal agencies and market information collected from local businesses.

**RETENTION:**

Retain until data is superseded.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**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.

Computer data files: Retain in Office until data is superseded and then transfer to State Archives provided live system is maintained in office permanently.

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20093

**TITLE:** Utah process economic and demographic model system

(continued)

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

**APPRAISAL:**

Administrative Fiscal Historical

This disposition is based on the value of the records to researchers in understanding the model and reasoning behind the projections and budget decisions made by the Utah state government.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3983 3

**TITLE:** Utah process economic demographics and spacial allocation model output files for tar sands and synfuels alternatives

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by county or regional name

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These computer output files are population projection models developed by the agency on behalf of counties and specific locales which are being considered as high level nuclear waste repositories or as prospective sites for tar sands and synfuels. This information is used to prepare reports for government planning and decision making at both the state and federal level. The demographic projections and spatial models cover the years between 1980 and 2010. They include impact studies offering baseline, low, high, and other scenarios for sites throughout Utah. The output created from 1981-1985 was generated by the UNIVAC computer at the University of Utah. Since 1985 these type of studies are conducted on the agency's local system database.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1990.

**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 Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

Computer data files: Retain in Office until superseded or obsolete, and then erase.

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

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

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 3983

**TITLE:** Utah process economic demographics and spacial allocation model output files for tar sands and synfuels alternatives

(continued)

**APPRAISAL:**

Historical

The disposition of these statistical projections is based upon their primary administrative value for conducting comparative studies during the next 30 years which may help to evaluate the accuracy of the agency's research and statistical methods, and the historical model they provide for conducting demographic studies.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 6575

3

**TITLE:** W-2 distribution list

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 8.

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 8.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20328

3

**TITLE:** Winter Olympics 2002 records

**DATES:** 1985-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records contain information about the 2002 Winter Olympics. The files include research information gathered from other Olympic cities, in order to prepare the bid, and studies conducted to encourage the designation of Salt Lake City as host of the 2002 Winter Olympic Games. The records also track the actions taken in the effort to achieve these goals. The research data gathered includes information from Lake Placid, Calgary, Barcelona, Salt Lake City's 1976 Olympic bid, budgets from 1987 and 1990-93, and tax returns from past Winter Olympics. The bid information contains contracts, feasibility studies, economic impact studies, promotional reports and speeches, and other studies and reports used to advocate Salt Lake City's position as host of the 2002 Winter Olympics.

**RETENTION:**

Retain for 3 years after records become semi-active

**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 1 year after records become semi-active and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.



**AGENCY:** Governor's Office. Office of Management and Budget

**SERIES:** 20328

**TITLE:** Winter Olympics 2002 records

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

This disposition is based on Utah State General Records  
Retention Schedule, Schedule 1, Item 19.

This disposition is based on the historical value of these  
records to researchers of Utah's efforts to bring the 2002 Winter  
Olympics to the state.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(2008)