

# Retention and Classification Report

**Agency:** Retirement Board (833)  
540 East 200 South  
Salt Lake City, UT 84102-2001  
801-366-7700

## Records Officer

05480 \*Correspondence  
17816 \*Director's reports

**AGENCY:** Retirement Board

**SERIES:** 5480

3

**TITLE:** Correspondence

**DATES:** 1947-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**FORMAT MANAGEMENT:**

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

Paper: Retain in State Records Center for 80 years and then destroy.

Microfilm master: Retain in Archives for 80 years and then destroy.

Microfilm duplicate: Retain in Archives for 80 years and then destroy.

**AGENCY:** Retirement Board

**SERIES:** 5480

**TITLE:** Correspondence

(continued)

**APPRAISAL:**

Administrative Fiscal Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 47.

These records have administrative value for the state retirement program. Records have fiscal and legal value as they protect and indicate pension benefits for state employees.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Retirement Board

**SERIES:** 17816

3

**TITLE:** Director's reports

**DATES:** 1958-1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains the Director's monthly reports to the State Retirement Board. The reports contain information pertaining to meeting minutes, meeting agendas, investments, retirements, deaths, suspensions, reinstatements and fiscal and financial operations.

**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.

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

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

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

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

**APPRAISAL:**

Administrative Historical

This series documents the history and functions of the agency and has research value.

**AGENCY:** Retirement Board

**SERIES:** 17816

**TITLE:** Director's reports

(continued)

**PRIMARY CLASSIFICATION:**

Public