

Retention and Classification Report

Agency: Seismic Safety Council (Utah) (887)

1110 State office building
salt lake city, UT 84114

Records Officer

09969 *Administrative records
05640 *Reports
27795 *Telephone Logs

AGENCY: Seismic Safety Council (Utah)

SERIES: 9969

3

TITLE: Administrative records

DATES: 1977-1981.

ARRANGEMENT: None

DESCRIPTION:

These files were used in administering the Seismic Safety Advisory Council during its four-year existence (1977-1981). Records were filed under the following broad categories: administration; legislation and discussion papers; budgets, costs, etc.; council; contracts; and meetings and minutes.

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 State Archives permanently after microfilming.

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

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

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

APPRAISAL:

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

Records in this series document agency history, functions, and decisions. These documents have ongoing research value.

AGENCY: Seismic Safety Council (Utah)

SERIES: 9969

TITLE: Administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Seismic Safety Council (Utah)

SERIES: 5640

3

TITLE: Reports

DATES: 1979-1981.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports created by the Seismic Safety Council which provide risk assessments for seismic activity. The reports contain information pertaining to schools, health-care facilities, dams and reservoirs, geology, instrumentation, state-owned buildings, fire stations, police facilities, municipal facilities, culinary water supply systems, electric power systems, earthquakes, emergency management, transportation systems, communication systems, oil and natural gas systems, 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.

Publications have ongoing research value because they document agency history, functions, and decisions.

AGENCY: Seismic Safety Council (Utah)

SERIES: 5640

TITLE: Reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Seismic Safety Council (Utah)

SERIES: 27795

3

TITLE: Telephone Logs

DATES: 1977-1981.

ARRANGEMENT:

DESCRIPTION:

Message registers, logs, performance reports, daily load reports, and related or similar records.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/2005.

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.

Microfilm master: Retain in Archives for 6 months and then destroy.

Microfilm duplicate: Retain in Archives for 6 months and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 4, Item 8.

AGENCY: Seismic Safety Council (Utah)

SERIES: 27795

TITLE: Telephone Logs

(continued)

PRIMARY CLASSIFICATION:

Public