

Retention and Classification Report

Agency: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs (3)

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Records Officer: _____

85061	*Asian Affairs Advisory Council files
85057	*Asian Affairs Advisory Council minutes
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85055	*Asian Affairs executive correspondence
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AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85061

3

TITLE: Asian Affairs Advisory Council files

DATES: 1983-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

Records created by a committee or conference, 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 recordings if minutes are not taken.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value as they document the history of the organization, its responsibilities, activities, and its organization.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85061

TITLE: Asian Affairs Advisory Council files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85057

3

TITLE: Asian Affairs Advisory Council minutes

DATES: 1983-1985; 1989-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

These minutes document the proceedings and actions of the advisory committee to the Division of Asian Affairs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records are historical as they document the decisions and policies of the Asian Affairs Advisory Council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85056

3

TITLE: Asian Affairs annual reports

DATES: i 1986-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

These Annual Reports

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85055

1

TITLE: Asian Affairs executive correspondence

DATES: i 1984-1985; 1989-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

This correspondence documents how Asian Affairs is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of actions

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85060

1

TITLE: Asian Affairs inter-departmental transfers

DATES: 1985; 1989-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85059

3

TITLE: Asian Affairs newsletters

DATES: 1985-2013.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains newsletters with information pertaining to executive director's messages, agency activities, news, photographs, community events, and staff.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

These records have historical value as they document the history of the organization, its responsibilities, activities, and its organization.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85062

3

TITLE: Asian Affairs publications

DATES: 1983-2013.

ARRANGEMENT: None.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

These records have historical value as they document the history of the organization, its responsibilities, activities, and its organization.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85058

1

TITLE: Asian Affairs travel reimbursement requests

DATES: 1984-1985; 1989-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

This file documents requests made by traveler for reimbursement of out-of-pocket expenses.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, home phone number, and social security number, UCA 63G-2-301(1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85054

3

TITLE: Asian cultural files

DATES: i 1983-1989.

ARRANGEMENT: None

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These files document the cultural interests and activities of the Director of Asian Affairs and the Asian communities in Utah. Under new leadership in 1989, the administrative emphasis of the division has moved away from cultural development and toward industrial development. These files include correspondence, pamphlets, newspaper clippings, and other general types of information about athletic events, festivals, women's issues, workshops and conferences, awards ceremonies, civil rights activities, Asian arts, university activities relating to Asian Affairs, Asian Sister Cities (Keelung City, Taiwan and Kiangsu Province, People's Republic of China), proposals for tourism, neighborhood associations, bilingual education, and files regarding several of the specific ethnic communities in Utah (Chinese, Cambodian, Polynesian, Hmong, Japanese, Thai, Korean, Filipino, and Pacific Islanders).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition reflects the relatively few records maintained by the agency documenting the activities and interests of its Director during the period of 1983-1989. Due to the absence of substantial executive correspondence during these years, this record series has both evidential and informational value.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Asian Affairs

SERIES: 85054

TITLE: Asian cultural files

(continued)

PRIMARY DESIGNATION:

Public