

## Retention and Classification Report

**Agency:** Department of Administrative Services.\$bDivision of Administrative Rules (29)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 27039

3

**TITLE:** Activity reports

**DATES:** 2008-2015.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains weekly activity reports that track the productivity of division employees. These include key developments; project updates; employee participation in trainings, forums, or conferences; any personnel issues that arise within the division; and any litigation issues that arise within the division or in other state agencies as a result of mistakes in the rules process.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends, whichever is first, and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (25)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84550

3

**TITLE:** Administrative Rules index card file

**DATES:** 1973-1987.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

The function of this index card file is to track the actions taken on each rule. The index is in two sections: "Adopted Rules" and "Proposed Rules". After 28 April 1985, only a single card was used for each action. The 3 X 5 cards are filed for each proposed and adopted rule noting action taken. The cards include code number, rule title, date filed, hearing date, and other information relating to the promulgation of rules. This card file system was discontinued 1 July 1987 with the codification of Utah's rules in an Administrative Code and the expansion of the Rules Register. See records series #84559 and #84327.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the research value of the records since they serve as an index to the Administrative Rules.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 11872

3

**TITLE:** Administrative records

**DATES:** 1983-1993.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These files include the complete history of the Division of Administrative Rules from the time of its inception. Subjects include budget records, correspondence, data processing development, legal issues, news articles and press releases, office development, policies, unit organization, rulemaking research, administrative code development, publication development, rulewriting manual development, personnel records of all former and present employees, Executive Rules Review Committee information, related legislative information, National Association of Secretaries of State, Administrative Codes and Registers (NASS/ACR) information, and other related information.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
These records have historical value because they document the history of the division.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 11872

**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(e)2006.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 7192

4

**TITLE:** Administrative rules files

**DATES:** 1973-

**ARRANGEMENT:** Numerical by file number.

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to record the receipt of all rules submitted by state governmental agencies authorized or required by law to make rules (Utah Code 63G-3-402(1)(b)(2010) & 63G-3-102(2)(2008)). These records document the changes in administrative law governing the state as well as the final published version. These records are the official copies of the administrative rule filings submitted in accordance with the Utah Administrative Rulemaking Act, Title 63G. Records may also include materials incorporated by reference, notice of effective date, and pertinent correspondence.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

Microfiche master: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1973 through 1985.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 7192

**TITLE:** Administrative rules files

(continued)

Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
This disposition is based on the historical value of the records.  
Administrative Rules have the force and effect of law when implemented and are frequently used to determine how statutes are implemented by the agencies responsible for administering regulatory programs.

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(2)(a) and (d)(2014).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 30234

3

**TITLE:** Agency history records

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historical because they show the formulation of governmental entities and contribute substantially to knowledge and understanding of the people and communities of our state.



**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 30234

**TITLE:** Agency history records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2021.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 29842

3

**TITLE:** Agency rulemaking activity report

**DATES:** 1987-1991.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These reports were required by Utah Code 63-46a-8 (enacted 1987, repealed 1992), and provided the Legislature, its several committees, and staff a brief summary of state agency rulemaking activity during the fiscal year.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This appraisal is based on the value of these reports in documenting change to the Administrative Code.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2020.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84557

3

**TITLE:** Executive correspondence

**DATES:** 1978-

**ARRANGEMENT:** None.

**DESCRIPTION:**

This are records of administrative correspondence and other related subjects that document the activities and management of the Division of Administrative Rules. These records include the entire history of Administrative Rules as a Bureau under the State Archives and its transition to a division of Administrative Services. They also include names and addresses of those communicating with the Division of Administrative Rules, letters, memoranda mailed to rulemakers in the various state agencies, and copies of responses to requests for assistance or information. The files are administrative in nature and also contain budget information, copies of legislative bills and laws related to rulemaking, information documenting the creation of the office's first publications, and other subjects related to rulemaking, as well as personnel files of past employees.

**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 State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84557

**TITLE:** Executive correspondence

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the historical value of the records  
which document the history of the Division of Administrative  
Rules.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 23506

4

**TITLE:** Index of Changes annual report

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This yearly publication indexes all the changes to the Administrative Code. The Index is designed to supplement the Code and provides the reader with more complete knowledge of, and access to, the regulatory process of Utah state government. The Index includes non-substantive rule changes, as well as information about the 120-day (emergency) rules that do not become part of the Code. The Index includes two indexes and a table: an index to the rule changes arranged by agency code number, an index arranged by subject, and a correlative table which lists agency name changes and code number changes. 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:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

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

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 23506

**TITLE:** Index of Changes annual report

(continued)

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the value of these publications in documenting change to the Administrative Code.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2024.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 23021

4

**TITLE:** Non-substantive rule change files

**DATES:** 1987-1989.

**ARRANGEMENT:** Numerical by file number.

**DESCRIPTION:**

These files are the official copies of proposed changes to administrative rules/proposals filed in accordance with the Administrative Rulemaking Act (UCA 63-46A {2000}). The files included in this series are only those proposals which do not alter the meaning of the existing rule, but may serve to correct typographic errors, or make slight language changes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

This disposition is based on the historical value of the records.

Administrative Rules have the force and effect of law when implemented and are therefore very important when researching the history of an agency or how a rule was created.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 11329

3

**TITLE:** Payroll records

**DATES:** 1988-1997.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Summary time report, GRS-1878.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.



**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 11330

3

**TITLE:** Personnel action notifications

**DATES:** 1987-1988.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Division of Human Resource Management (DHRM) Form 33 documents initial employment, promotion, transfers to or from agency, separation, and all other individual personnel actions. Prior to 1988 these records were microfilmed by the Division of Personnel Management. Beginning in 1988 this information is maintained on the Human Resource Management automated system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Notification of personnel actions, GRS-1937.

**AUTHORIZED:** 06-11-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 10900

3

**TITLE:** Publications

**DATES:** 1986-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 10900

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2024.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 12368

1

**TITLE:** Purchase orders

**DATES:** 1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**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.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 81021

3

**TITLE:** Records management files

**DATES:** 1984-2015.

**ARRANGEMENT:** Alphabetical by record series title

**DESCRIPTION:**

Records used in creating and establishing records management programs. They may contain retention and classification reports, general schedules, records inventories, correspondence, classification designations, records control, equipment, filing procedures/manuals, training information, records transfer sheets, copies of destruction letters, and other documents created by the State Archives and other agencies to facilitate records management practices. May also contain information on records management equipment and/or computer software.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records are updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84552

3

**TITLE:** Register of attorney general opinions

**DATES:** 1978-1997.

**ARRANGEMENT:** Chronological by date of opinion.

**DESCRIPTION:**

This is a registry or log of attorney general opinions received for publication by the Office of Administrative Rules. The registry is prepared by the office as a reference aid. Information includes titles, summaries, opinion dates, identifying numbers, initiators, and dates published in the Bulletin.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 8 years 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.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This appraisal is based on the administrative need of the agency. The records also have legal and historical value as they help document the development of state government policy as it is shaped by opinions issued by the Attorney General.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84554

3

**TITLE:** Register of Supreme Court decisions

**DATES:** 1978-1985.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This register logs Supreme Court decisions published in the Bulletin between the years 1978 and 1985 and are used for reference in the Office of Administrative Rules. As of 1985, a private vendor will publish the Supreme Court Decisions in cooperation with the Utah Supreme Court Clerk's Office. The register includes date decision was filed, case number, names of plaintiffs, defendants, and respondents, date published in the Bulletin, and from May 1984 to January of 1985, one to two terms indicating the issue brought before the Court for a ruling.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records are historical as they document the decisions of the Supreme Court.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84554

**TITLE:** Register of Supreme Court decisions

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.



**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84327

4

**TITLE:** Rules filings register

**DATES:** 1973-

**ARRANGEMENT:** Numerical by file number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This record is a register, or chronological list, of rules submitted by state agencies as required by statute. It is used by the Division of Administrative Rules to monitor the rule making process and to record information on all rules written in the state. It is a vital key to the history of all administrative rules for it serves as an index to the actual rules files. It contains rule number, date filed, name of person requesting rule, agency submitting request, title of rule, number of pages, code number (assigned by Administrative Rules), date rule was published, when indexed (if rule became effective), and date rule became effective (if applicable). The register appears on the division's data base from 1985 to the present.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84327

**TITLE:** Rules filings register

(continued)

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

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
This register serves as an index to the Administrative Rules.  
These rules have the force of law when implemented.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83682

3

**TITLE:** Rulewriting manuals

**DATES:** 1984-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the records documenting the policies and procedures of this office and the administrative use of the records.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83682

**TITLE:** Rulewriting manuals

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84556

3

**TITLE:** Supreme Court decision index card file

**DATES:** 1970-1980.

**ARRANGEMENT:** Alphabetical by plaintiff, defendant, or subject, or numerical by case file number.

**DESCRIPTION:**

These are 3 X 5 cards indexing Supreme Court decisions for reference in the Office of Administrative Rules. They are in four arrangements: 1) plaintiff, 2) defendant, 3) subject, and 4) case file number. The records include case number, title of decision, names of those involved, issue involved, date published in the Bulletin and date filed.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Indexes are valuable for researchers to find the supreme court decisions.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84556

**TITLE:** Supreme Court decision index card file

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84555

3

**TITLE:** Supreme Court decisions

**DATES:** 1970-1980.

**ARRANGEMENT:** Alphabetical by case name.

**DESCRIPTION:**

These are Supreme Court decisions filed for reference in the Office of Administrative Rules and for publication in the Bulletin. As of 1985, a private vendor will publish the Supreme Court Decisions in cooperation with the Utah Supreme Court Clerk's Office. These records include cases brought before the Supreme Court, names of individuals involved, other, cases cited, decision, and judges' comments, as well as the date on which the opinions were published in the Utah State Bulletin.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Microfiche master: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

These are valuable for researchers and document the history of the Supreme Court.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 11331

3

**TITLE:** Temporary employees personnel files

**DATES:** 1987-1988.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Files intended for personnel who are not paid through the state payroll system (i.e. volunteers, contract personnel, board members, etc.). Records may include copies of correspondence, forms, agreements, or other documents related to employment with the State.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

**AUTHORIZED:** 04-01-2012

**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:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.



**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 30070

3

**TITLE:** Training records

**DATES:** 1992-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are used to train other agencies on Rules requirements and procedures. Includes syllabus, manual, textbook, videos, recordings, and any other training materials created by the Office.

**RETENTION:**

Permanent. Retain until end of project or program

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

**AUTHORIZED:** 03-26-2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 30070

**TITLE:** Training records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83623

4

**TITLE:** Utah Administrative Code

**DATES:** 1973-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Utah Administrative Code is the complete compilation of state administrative rules. Administrative rules are laws affecting the legal rights and privileges of the public or other governmental entities, and have all the effects of a statute enacted by the Legislature. Rules are promulgated by agencies of the state's executive branch, are enacted as laws under regulatory authority granted by the Legislature or the state Constitution, and are subordinate to statutes. Each compilation includes only those rules in effect at the time of publication: new rules are added and obsolete rules omitted as necessary.

**RETENTION:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfiche master: For records beginning in 1980 through 1982. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1980 through 1982. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83623

**TITLE:** Utah Administrative Code

(continued)

**APPRAISAL:**

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

This disposition is based on the administrative needs of the agency and the documentation these records provide as to legal responsibilities related to Executive branch agency activities.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83311

4

**TITLE:** Utah State Bulletin

**DATES:** 1973-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Utah State Bulletin is designed to keep the recipient continually informed about important administrative actions in the executive branch of State government, listing recent Governor's proclamations and executive orders, Attorney General opinions, notices of public hearings, new state publications and other information, all usually printed in full text. The bulk of the Bulletin consists of proposed administrative rules, temporary "emergency" rules, rules being reviewed, and the effective dates of rules listed as proposed in an earlier issue.

**RETENTION:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 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.

Microfiche master: For records beginning in 1973 through 1985. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83311

**TITLE:** Utah State Bulletin

(continued)

Microfiche duplicate: For records beginning in 1973 through 1985.  
Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the administrative needs of the  
agency and the value of this publication in documenting the  
activities of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 84551

3

**TITLE:** Utah State Bulletin subscriber list

**DATES:** 1978-1985.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This record provides names and addresses of subscribers to the Bulletin and communication concerning its publication and distribution. The names and addresses of subscribers are also contained on one word processing diskette. The record includes subscription correspondence, copies of invoices, and other materials relating to the distribution of the Bulletin, and as of 1985, the Rules Digest and other publications. This series ended in 1985 when a private commercial firm began supplying subscriber service.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until administrative need ends and then destroy.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83622

4

**TITLE:** Utah State Digest

**DATES:** 1985-

**ARRANGEMENT:** Chronological by date.

**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:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs of the agency and its historical value as an index to the activities of the division.



**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 83622

**TITLE:** Utah State Digest

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2023.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 12367

1

**TITLE:** Warrant requests

**DATES:** 1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**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 fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Government Operations. Office of Administrative Rules

**SERIES:** 13190

3

**TITLE:** William S. Callaghan Remembered by His Colleagues and Friends

**DATES:** 1992-1993.

**ARRANGEMENT:** Alphabetical by the name of the writer.

**DESCRIPTION:**

This series includes one volume which was compiled by the Department of Administrative Services and Division of Administrative Rules. The volume functions as a compilation of letters written by William S. Callaghan's colleagues and friends and dedicated to his children.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value as they provide biographical information about William S. Callaghan, who served as director of the Division of Administrative Rules for many years. Records may also contain some historical information about the division.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.