

Retention and Classification Report

Agency: Utah. State Board of Aeronautics (60)

135 North 2400 West
Salt Lake City, UT 84116
801-533-5057

Records Officer: _____

23707	* Airport directory
02982	* Audit records
02972	* Correspondence
02997	* Educational audiovisual materials
02988	* Minutes
02975	* Newspaper clippings
02983	* Payroll register
11891	* Photographs
03001	* Scrapbooks
18076	* Transparencies

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 23707

3

TITLE: Airport directory

DATES: 1973.

ARRANGEMENT: none

TOTAL VOLUME: 2.00 fiche.

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).
This booklet contains details about all Utah airports in 1973.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2982

1

TITLE: Audit records

DATES: 1939-1964.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Permanent. Retain for 1 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records document the use of public funds.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2972

3

TITLE: Correspondence

DATES: 1948-1973.

ARRANGEMENT: Alphanumerical.

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.

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 fiscal value(s).

This series documents the activities of the aeronautics board including policy decisions, project descriptions, and response to accidents.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2997

3

TITLE: Educational audiovisual materials

DATES: 1963-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

8 1/2 x 11 transparencies giving line drawings of aeronautics principles and history (eg. lift). Film strips and accompanying 33 1/3 rpm phonographs produced for the General Aviation Industry by the Aerospace Industries Association (e.g. "Flying's for everyone", "It's Your Business", "Anytown", "Johnnie's Home is in the Future").

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2997

TITLE: Educational audiovisual materials

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2988

TITLE: Minutes

DATES: 1937-1998.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by a committee or conference, including advisory committee records 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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2975

3

TITLE: Newspaper clippings

DATES: 1954-1967.

ARRANGEMENT: Chronological.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value scrapbooks and newspaper clippings provide in documenting the history of the agency and its programs and activities.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 2983

3

TITLE: Payroll register

DATES: 1956-1998.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Display of earnings, deductions, and taxes, providing net income, warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper copy: Retain in State Records Center 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 06/2015.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 11891

3

TITLE: Photographs

DATES: 1952-1968.

ARRANGEMENT: None.

DESCRIPTION:

Photographic scrapbooks and loose photos. Mostly black and white. Includes photos of crash sites, photos of runways, aerial photos of construction projects (e.g. Glen Canyon dam) etc. One set of photographs is entitled "airports and landing strips incidents and events."

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have fiscal, and/or historical value(s).
This series documents the activities of the aeronautics board including new construction, response to accidents, and the development of new projects.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 3001

3

TITLE: Scrapbooks

DATES: 1941-1952.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories. These are about 5 books of newspaper clippings.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Transportation. Aeronautics Committee

SERIES: 18076

3

TITLE: Transparencies

DATES: 1957-1959.

ARRANGEMENT: None.

DESCRIPTION:

Aerial views of features around the state, most unlabeled. 3 1/4 x 4 inch mounts and some unmounted glass transparencies. All are color transparencies.

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:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value these transparencies provide in showing aerial views of Utah over time.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.