

Retention and Classification Report

Agency: Department of Community and Culture. Office of Ethnic Affairs. Black Affairs (74)

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Records Officer: _____

| | |
|-------|---|
| 14814 | *Black Advisory Council minutes |
| 09422 | *Black Affairs Council administrative files |
| 22400 | *Black Affairs newsletters |
| 83845 | *Black community newsletter |
| 09423 | *Equal employment opportunity case files |
| 09424 | *Resume files |
| 14812 | *Technical reference files |

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

SERIES: 14814

3

TITLE: Black Advisory Council minutes

DATES: 1990-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and any related documents or supporting materials associated with the meetings of the Black Advisory Council document the history of the council and its decisions or conclusions. Information includes names of persons present, meeting dates, items considered, and decisions or conclusions reached.

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 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.

Computer data files: Retain in Office until administrative need ends and then delete provided a paper copy has been filed.

PRIMARY DESIGNATION:

Public

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

SERIES: 9422

3

TITLE: Black Affairs Council administrative files

DATES: ca. 1980-2013.

ARRANGEMENT: None

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 administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Private

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

SERIES: 22400

3

TITLE: Black Affairs newsletters

DATES: 1990-2013.

ARRANGEMENT: Chronological

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:

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

APPRAISAL:

These records have fiscal, and/or historical value(s).
These newsletters document the activities of the Black Affairs office and provide valuable information about their policies and programs.

PRIMARY DESIGNATION:

Public

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

SERIES: 83845

4

TITLE: Black community newsletter

DATES: s 1982.

ARRANGEMENT: Chronological

DESCRIPTION:

The newsletter distributed new information on developments within Utah's black community. It includes reports on state and national issues affecting the community, new and developing opportunities in Utah, and information on group and individual accomplishments and honors.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

SERIES: 9423

3

TITLE: Equal employment opportunity case files

DATES: ca. 1980.

ARRANGEMENT: None

DESCRIPTION:

Official complaint files containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, and other records as described in 29 CFR 1613.222.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

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

SERIES: 9424

1

TITLE: Resume files

DATES: ca. 1980-2013.

ARRANGEMENT: None

DESCRIPTION:

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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

SERIES: 14812

1

TITLE: Technical reference files

DATES: 1987-2013.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These reports, studies, periodicals, catalogs, brochures, and miscellaneous publications not originating with the Office of Black Affairs are retained for reference purposes by the employees of the office.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.