

## Retention and Classification Report

**Agency:** State Building Board (75)

4110 State Office Building  
450 North State Street  
Salt Lake City, UT 84114  
801-538-3018

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

01677	Annual reports
11258	*Audit reports
80354	Building board minutes
05345	*Building planning proposal
00795	*Capitol facilities survey data
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**AGENCY:** State Building Board

**SERIES:** 1677

3

**TITLE:** Annual reports

**DATES:** 1929-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to chairmen, planning and research, facilities management, construction management, and legislative appropriations.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

Disposition based on the value of these annual reports in documenting the programs of the Building Board.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 11258

1

**TITLE:** Audit reports

**DATES:** 1959-1963.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are copies of the state auditor's reports.

**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, fiscal, and/or historical value(s).

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** State Building Board

**SERIES:** 80354

3

**TITLE:** Building board minutes

**DATES:** 1964-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are the minutes documenting policy making, how building priority lists were established, and general construction project oversight management. The Building Board used to be synonomous with the Division of Facilities Construction Management (DFCM). They now exist as two separate entities. The members of the board are appointed by the governor. These files could include agendas, proposals, and abstracts of what was said at the meeting. Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**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 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, historical, and/or legal value(s).  
These records have value to the state in documenting the executive decisions made regarding the course of the state's building program.

**AGENCY:** State Building Board

**SERIES:** 80354

**TITLE:** Building board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

**AGENCY:** State Building Board

**SERIES:** 5345

3

**TITLE:** Building planning proposal

**DATES:** 1969-1979.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records include a study and proposal regarding a Police Academy for the State of Utah. The study includes needs assessment, cost, location and training. Presented by the Utah State Building Board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).

Disposition based on value of records documenting considerations for proposed Police Academy for the State of Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 795

3

**TITLE:** Capitol facilities survey data

**DATES:** 1934-1942.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are surveys done for the capitol. They are used to update facilities.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** State Building Board

**SERIES:** 19999

3

**TITLE:** Capitol grounds construction plans

**DATES:** ca. 1950.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This includes a blueprint of the capitol hill landscape showing the existing capitol building (and the existing Archives building, but no State Office Building) with a proposal for two office buildings to the south. There is also an aerial photograph of the same, with an attached tracing overlay showing the same two proposed buildings. Those buildings were not built. The overlay (but not the layer beneath) also shows the proposed DUP museum which was built ca. 1950.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Architectural drawings: Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the appraisal of the State Archivist on reviewing the DUP's holdings.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.



**AGENCY:** State Building Board

**SERIES:** 5832

3

**TITLE:** Capitol office blue prints

**DATES:** 1931.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Aperture cards contain the following: restoration of Salt Lake Pioneer Council Hall, State Office Building plaza and indoor changes to office space, Agricultural Department building (now Archives building), and Capitol building office space. Hard copy includes 1931 first floor plan for the capitol building prepared by the road commission for the building board. Additional undated prints (early 1960s?) give capitol building space diagrams for all floors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Aperture cards: Retain in State Archives permanently with authority to weed.

Architectural drawings: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the historical value of construction blue prints and the documentation they provide concerning state programs.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** State Building Board

**SERIES:** 80371

3

**TITLE:** Capitol projects budget requests

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by agency.

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These are construction request sent to the DCFM that reveal the budgetary impact of all planned construction. This request is reviewed and modified if needed and then sent to the legislature as part of the state annual appropriation requests.

Includes development request summary, improvement request summary, statewide funds request, development recommendations summary, improvement recommendations summary, project budgetary summary, project request detail and narrative, project request justification, on-site construction budget detail, off-site construction budget detail, and moveable equipment budget detail.

**RETENTION:**

Permanent. Retain for 7 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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after current year ends and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). These records are contracts and construction project records. They are historical as they document changes made to state parks and state-owned buildings over time.

**AGENCY:** State Building Board

**SERIES:** 80371

**TITLE:** Capitol projects budget requests

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** State Building Board

**SERIES:** 5473

3

**TITLE:** Construction project payroll records

**DATES:** 1959-1963.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.

**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: Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Disposition based on the administrative value of payroll records as documentation of employment.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA-63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** State Building Board

**SERIES:** 785

3

**TITLE:** Contracts and paid purchase orders

**DATES:** 1956-1972.

**ARRANGEMENT:** Numerical by contract or order number.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

Contract files containing correspondence, diagrams, blueprints, etc. for state-owned buildings and their structural or mechanical components.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series documents the activities of the agency, specifically state-owned building construction and the planning process.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** State Building Board

**SERIES:** 787

3

**TITLE:** Correspondence

**DATES:** 1963-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Correspondence documents the administration or management of the State Building Board, office organization, its policies, procedures and achievements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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

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

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are business-related correspondence that provides unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions and may originate on paper, electronic mail, or other media.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 13936

3

**TITLE:** Drawings

**DATES:** 1936-1974.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records contain the blueprints for the Minimum Security second floor addition to the Utah State Building.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives 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:**

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

Disposition based on research value of these records in documenting architectural changes to the Utah State Prison. Value is for historical purposes and for future maintenance and remodeling projects.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. This series may contain plans for correctional facilities, which are restricted under Utah Code 63G-2-305(13).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 788

3

**TITLE:** Financial records

**DATES:** 1954-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records include tables on funding and recommended priority lists for construction projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

These records have historical value as they document the activities, priorities, and funding for the State construction projects.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.



**AGENCY:** State Building Board

**SERIES:** 1976

3

**TITLE:** Five-year building program reports

**DATES:** 1959-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contain building program reports with information pertaining to capital facilities priorities, five year construction and fiscal plan, statewide contingency plan, report of planning contracts awarded, capital improvements and statewide fund requests, and statewide lease reports. This report was formerly titled "Ten-Year Building Program Reports" and also included "Space Utilization Reports."

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

Disposition based on the historical value of program specific reports and the documentation of program achievements, policies, procedures, and agency functions.

**AGENCY:** State Building Board

**SERIES:** 1976

**TITLE:** Five-year building program reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 786

3

**TITLE:** Insurance policies

**DATES:** 1959-1974.

**ARRANGEMENT:** Alphanumerical.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records consist of insurance policy contracts between the State Building Board and various insurance companies. They are maintained to document insurance coverage of state property. Information includes insurance agreements, coverage amount, and related documents.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** State Building Board

**SERIES:** 790

3

**TITLE:** Minutes

**DATES:** 1896-1954.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Includes minutes of the Building Board and the Engineering Advisory Council. The Department of Engineering included the Building Board to maintain state buildings and the engineering commission (to whom the advisory council provided suggestions). The engineering commission assumed the duties of the road commission and the aeronautics commission. (1953 UCA 63-1 et seq.)

**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 State Archives permanently after microfilming.

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

Microfilm duplicate: 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.

**AGENCY:** State Building Board

**SERIES:** 790

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** State Building Board

**SERIES:** 794

3

**TITLE:** Publications

**DATES:** 1956-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Building Board. Consists primarily of isolated publications not part of a more specific series.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

Publications document the history of an agency and serve to inform the public of the agency's services and programs.

**AGENCY:** State Building Board

**SERIES:** 794

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 1679

3

**TITLE:** Space utilization reports

**DATES:** 1962-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains space utilization reports with information pertaining to legislative authority, statistics, economics, analyses and recommendations.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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 historical value(s).

Disposition based on the historical and informational value of these records as they document properties owned and operated by the state.



**AGENCY:** State Building Board

**SERIES:** 1679

**TITLE:** Space utilization reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 5802

3

**TITLE:** State agency building blueprints

**DATES:** 1940-1967.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Aperture cards contain building board drawings for the College of Eastern Utah, Dixie College, Daughters of the Utah Pioneers, Employment Security, fairgrounds, governor's residence, Health Department, historical society, juvenile court, National Guard, prison, school for the blind, Snow College, Southern Utah State College, Training School, Salt Lake county welfare building, School for the Deaf, Utah State University Dormitories. There are also blueprints for the planned state prison dating from the 1940s.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: 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:**

These records have historical value(s).

Disposition based on the value of these records in fully documenting the construction of state owned buildings.

**AGENCY:** State Building Board

**SERIES:** 5802

**TITLE:** State agency building blueprints

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected.

This series may contain plans for correctional facilities, which are restricted under Utah Code 63G-2-305(13).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 784

3

**TITLE:** State building construction project files

**DATES:** 1940-1970.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** State Building Board

**SERIES:** 1681

3

**TITLE:** State building contracts and specifications

**DATES:** 1979-1981.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records are State Board of Education specifications for the Bridgerland Area Vocational Center, prepared at the request of the Utah State Building Board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).

These records document the specifications for the Bridgerland Area Vocational Center and have research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Building Board

**SERIES:** 1685

3

**TITLE:** Ten-year building program proposals

**DATES:** 1959-1981.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Ten year building program proposals for state institutions and agencies and space utilization report. Includes member list, building needs summary and recommendations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s).  
Disposition based on value of documents in recording the history of building programs and space utilization in state institutions and agencies.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.