

Retention and Classification Report

Agency: Department of Community Affairs (136)

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Records Officer: _____

02075	*Administrative records
83930	*Annual reports
01540	*Community assistance program project files
03062	*Correspondence
16702	*Emergency energy assistance program vouchers
03060	*Executive correspondence
27621	*Expenditure and appropriation report
03059	*Federal agency correspondence
03213	*Financial records
03066	*Grant case files
03061	*Kaiparowits project records
04837	*Personnel records
03065	*Publications
83061	*Special crisis intervention program case files
03056	*State agency correspondence
01122	*Title VIII records
04691	*Warrant requests

AGENCY: Department of Community Affairs

SERIES: 2075

3

TITLE: Administrative records

DATES: 1971-1977.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes organizational charts; work papers for ombudsmen, housing development, model cities, community assistance, personnel, etc; requests for certification of eligibles; manpower contracts; financial revenue forms; etc.

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 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 the value of these records in documenting agency achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 83930

3

TITLE: Annual reports

DATES: 1972-1976.

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:

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FORMAT MANAGEMENT:

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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 documenting agency achievements, events, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 1540

1

TITLE: Community assistance program project files

DATES: 1962-1973.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

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).

Disposition based on the value of these records in documenting program achievements, projects, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Community Affairs

SERIES: 3062

1

TITLE: Correspondence

DATES: 1969-1979.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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.

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 documenting agency achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 16702

3

TITLE: Emergency energy assistance program vouchers

DATES: 1977-1978.

ARRANGEMENT: Alphabetical by purchase area

DESCRIPTION:

These are vouchers authorizing the purchase of specified items such as warm clothing or food by a receipt of Emergency Energy Assistance Program from a local vendor. Includes name of recipient, address, commodity to be purchased, vendor, copy of sales receipt from vendor, name of local government assistance agency, authorizing signatures, and expiration date.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
45 CFR 1050.20-22 indicates a retention of three years, unless the records are involved in litigation or are being audited.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Community Affairs

SERIES: 3060

1

TITLE: Executive correspondence

DATES: i 1965-1971.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

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).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Community Affairs

SERIES: 27621

3

TITLE: Expenditure and appropriation report

DATES: 1975-1977.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains the expenditure and appropriation reports for a specific time period.

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:

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 fiscal, and/or historical value(s).

Disposition based on value of this report/s in documenting expenditures and appropriations of this entity.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 3059

1

TITLE: Federal agency correspondence

DATES: 1975-1976.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

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).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Community Affairs

SERIES: 3213

3

TITLE: Financial records

DATES: i 1972-1974.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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 05/2016.

AGENCY: Department of Community Affairs

SERIES: 3066

1

TITLE: Grant case files

DATES: 1971-1973.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

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 grant ends and then transfer to State Records Center. Retain in State Records Center for 3 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 10/2015.

AGENCY: Department of Community Affairs

SERIES: 3061

3

TITLE: Kaiparowits project records

DATES: 1972-1976.

ARRANGEMENT: Chronological.

DESCRIPTION:

Holdings: Box of correspondence and miscellaneous pamphlets collected by the Governor's office and the Community Affairs office.

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 the value of these records in documenting agency achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 4837

3

TITLE: Personnel records

DATES: 1974-1975.

ARRANGEMENT: Alphabetical by name, thereunder by employee number.

DESCRIPTION:

Complete work history of an individual while employed by the State. Refer to UCA 67-18-1 (1999), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification (ADNT-2), corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification (ADNT-1). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Community Affairs

SERIES: 4837

TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Community Affairs

SERIES: 3065

3

TITLE: Publications

DATES: 1971-1978.

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, catalogs, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44.

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 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 documenting agency achievements, policies, programs, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Community Affairs

SERIES: 83061

3

TITLE: Special crisis intervention program case files

DATES: 1977-1978.

ARRANGEMENT: Alphabetical by area of residence

DESCRIPTION:

These case files document an individual's short-term need for financial assistance to take care of the utility bill payments. The program was intended to prevent hardship or danger to health due to lack of fuel or the shut-off of utilities. The files also include the approval for the funds and indicate the protection of the federal Privacy Act (United States Code Title 5, Section 552a). These files include the application and client information record listing the types of hardship and outstanding bills; changes in the amount of payment forms; authorization for payment forms; and a Privacy Act disclosure statement. Data elements include age, current and past addresses, employer, income, home ownership, marital status, name, name of kin, number of children, signature, social security number, source of income, proof of hardship, and names of witnesses.

RETENTION:

Permanent. Retain for 3 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: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Department of Community Affairs

SERIES: 83061

TITLE: Special crisis intervention program case files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s). 45 CFR 1061.30 established this program. 45 CFR 1050.20-22 indicates a retention of three years from the filing of the annual or last financial report, unless the records are involved in litigation or are being audited. However, because the department is now defunct, these records will be maintained permanently for their social and historical research value. Access may be granted by the Archives following the provisions for summary data stated in the Utah Code Annotated, 63-2-85.3(3).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Community Affairs

SERIES: 3056

1

TITLE: State agency correspondence

DATES: 1974-1979.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Community Affairs

SERIES: 1122

3

TITLE: Title VIII records

DATES: 1972-1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are records related to Title VIII. Included are general ledgers, contracts, budget records, reports and programs from conferences and seminars. A contract and amendments between the Intergovernmental Personnel Agency under the Department of Community Affairs and the Utah Association of Counties is included.

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, fiscal, and/or historical value(s).
These records are historical as they document the implementation of Title VIII programs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Community Affairs

SERIES: 4691

1

TITLE: Warrant requests

DATES: 1975.

ARRANGEMENT: Alphanumerical.

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: Retain in State Records Center 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 11/2015.