

## Retention and Classification Report

**Agency:** Department of Cultural and Community Engagement (181)

300 South Rio Grande Street  
Salt Lake City, UT 84101  
801-245-7202

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

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59902	Attorney General's opinion case files
14926	Audit reports
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**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 9808

3

**TITLE:** Accounting administrative files

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**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.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 27857

3

**TITLE:** Agenda for the Eighties reports

**DATES:** 1980.

**ARRANGEMENT:** Numerical by volume number

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**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.

**APPRAISAL:**

These records have historical value(s).

Provides insight into priorities during the administration of Governor Matheson, representing a large project accomplished by the Dept. of Community and Economic Development.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 59902

3

**TITLE:** Attorney General's opinion case files

**DATES:** 1983-

**ARRANGEMENT:** Chronological by date, thereunder numerical by case number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document situations instigating the request for and reception of formal and informal opinions from the attorney general's office. The files include correspondence and memoranda describing the issues, and opinions from the attorney general's office.

**RETENTION:**

Permanent. Retain for 5 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:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 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, historical, and/or legal value(s).  
These case files provide historical documentation of the development of policies in the Department of Community and Economic Development.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 59902

**TITLE:** Attorney General's opinion case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14926

3

**TITLE:** Audit reports

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

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

**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 Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 23141

3

**TITLE:** Bank reconciliations

**DATES:** ca. 1990-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85031

1

**TITLE:** Block grant files

**DATES:** 1983-

**ARRANGEMENT:** none

**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:**

Permanent. Retain for 5 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 Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85183

3

**TITLE:** Board briefs

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These board briefs document the proceedings of the advisory board to the Department of Community and Economic Development. These briefs provide background information on agency programs, procedures, and plans that serve as the focal point for board discussions and decision making. The briefs include the minutes of the previous month's board meeting, a meeting agenda, agency reports, program updates, marketing travel plans, and selected correspondence. Board meetings held in 1982 and 1983 are represented only by board minutes and have no supporting materials.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: 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 retention is based upon the 1988 General Retention Schedule, Schedule 01, Item 05, Sub Item b.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85183

**TITLE:** Board briefs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85032

3

**TITLE:** Budget apportionment files

**DATES:** 1983-

**ARRANGEMENT:** none

**DESCRIPTION:**

Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85033

3

**TITLE:** Budget estimates and justification files

**DATES:** 1983-

**ARRANGEMENT:** none

**DESCRIPTION:**

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14933

3

**TITLE:** Budget estimation and justification files

**DATES:** 1989-2014.

**ARRANGEMENT:** Numerical by low organization number

**DESCRIPTION:**

Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85030

3

**TITLE:** Budget reports files

**DATES:** 1983-

**ARRANGEMENT:** none

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 24309

3

**TITLE:** Census data records

**DATES:** 1980.

**ARRANGEMENT:** None

**DESCRIPTION:**

Records created by the Utah State Department of Community and Economic Development to provide for the development of a state census data center to provide a census data base for use in planning projects that require population data. Also includes records pertaining to coordination of the national 1980 census in Utah to assure an accurate and complete census.

**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 historical value(s).

Disposition based on the value of the statistical data provided.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10317

3

**TITLE:** Community impact records

**DATES:** 1972-1985.

**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 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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting important historical changes seen in Utah's cities and towns over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 26254

3

**TITLE:** Conference files - association of space explorers (ASE)

**DATES:** October 2005.

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

The Association of Space Explorers was a very rare event for the USA. Former Senator Jake Garn and an astronaut was host to the worlds living astronauts and cosmonauts. They held this conference to review the state of space travel and to meet in general technical sessions. Some social events and awards were also held. The contents include the agenda of events, photographs of several events including the opening ceremonies with the Governor welcoming the "fliers". Also included are press releases and some technical data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 8 months 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.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 9807

3

**TITLE:** Daily activity schedules

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records regarding State employees who are not executives or exempt status containing substantive information relating to official activities, the substance of which has not been incorporated into official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees. See also Executive Calendars or Routine Activity Calendars.

UCA 63-2-103 (18)(b) (1992) indicates that these types of materials are not considered by the Government Records Access and Management Act (GRAMA) to be records.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14911

3

**TITLE:** Disciplinary actions/grievances case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These case files relate to grievances and disciplinary actions taken against an employee, including documents such as correspondence and summaries of findings. They document the history of actions taken against employees and grievances filed by employees. Information includes the nature of the allegation, name of employee accused, name of accused, summaries of evidence, actions taken against the employee, and related information.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14911

**TITLE:** Disciplinary actions/grievances case files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14917

3

**TITLE:** Employment applications

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date position opened, thereunder alphabetical by applicant name.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These applications, including all attachments, of individuals who were not hired by the department, are maintained to preserve information on applicants for jobs who may be qualified and considered for future employment. Information includes the name, address, phone numbers, and social security number of applicant; counties and dates available for work; type of work sought, including title and full or part time status; veteran's status; educational history, including postsecondary schools attended, their addresses, hours completed, degrees awarded, dates of attendance and degrees, and fields of study; work history, showing employer name, address, and phone number, supervisor name and title, dates of employment, and description of job responsibilities; college grades and coursework taken; and related information.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14917

**TITLE:** Employment applications

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85029

3

**TITLE:** Executive correspondence

**DATES:** 1975-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until end of director's employment and then transfer to State Archives 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.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85029

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 84486

1

**TITLE:** Executive correspondence (David W. Adams: director)

**DATES:** 1985-1989.

**ARRANGEMENT:** none

**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. Includes electronic mail that communicates the above.

**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 5 years and then transfer to State Archives 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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10007

3

**TITLE:** Executive staff meeting minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**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:**

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.

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14929

1

**TITLE:** FIRMS reports

**DATES:** 1989-1994.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

**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.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 23070

3

**TITLE:** Financial audit records

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by topic

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

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

**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 Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 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, fiscal, and/or historical value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(b)(2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(1) & (4)(2008)

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14628

3

**TITLE:** Financial detail report

**DATES:** 1989-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office until end of fiscal year or until administrative need ends and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14628

**TITLE:** Financial detail report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14930

3

**TITLE:** Financial records

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Invoice or equivalent records used for stores accounting purposes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14922

1

**TITLE:** Fiscal year closing package financial records

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Yearly or period 13 edition of FIRMS reports. OBSOLETE RECORD  
SERIES BY 1998.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**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 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14921

1

**TITLE:** Fixed inventory list

**DATES:** 1992-

**ARRANGEMENT:** Numerical by asset identification number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**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 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10358

3

**TITLE:** Governor's blueprint for Utah's economic future

**DATES:** 1989-1991.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

This publication was created by the Department of Community and Economic Development to provide state, county, and city economic development entities, as well as city/state planners and builders/developers, with an economic plan they could follow for the Utah's future. Included are accomplishments of the past and new goals to be achieved.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14916

3

**TITLE:** Human Resources category AM employee files

**DATES:** 1994-2017.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

These are lists of employees and agreements with the Department of Human Resource Management (DHRM). They document the approval of DHRM for the Department of Community and Economic Development (DCED) to have certain employees classified as category AM employees (exempt professional, hired at the discretion of DCED).

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**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: Retain in Office for 1 year after superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14914

3

**TITLE:** Human Resources policy and procedures

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These policy and procedure statements from the Department of Community and Economic Development (DCED) Human Resources Offices document the personnel procedures in place at DCED. Information includes the text of policy statements.

**RETENTION:**

Permanent. Retain for 2 year(s) after superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14928

3

**TITLE:** Incentive awards program reports

**DATES:** 1992-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Reports pertaining to the operation of the incentive awards program.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Incentive awards program records, GRS-2444.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14621

1

**TITLE:** Information Technology help desk call log

**DATES:** 1991-2016.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Message registers, logs, performance reports, daily load reports, and related or similar records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 6 months and then delete.

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 05/2016.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14910

3

**TITLE:** Information Technology newsletter

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The I.T.Lan.News is an internal newsletter published by Information Technology staff. It disseminates information throughout the department concerning Information Technology issues. Information includes statements of upcoming improvements the the network, hints on better using the software available, and related information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14909

3

**TITLE:** Information Technology plan

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These annual plans developed by Information Technology document the planning efforts of Information Technology. Information includes an analysis of the current status of the Department of Community and Economic Development (DCED), needed improvements, expected developments, and projections of how to reach DCED goals.

**RETENTION:**

Permanent. Retain until completion of publication or report

**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 until published and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 12025

3

**TITLE:** Major event records

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of event.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are created by the Department of Community and Economic Development (DCED) to document state expenditures for and involvement in significant Utah events. The department initiates and holds certain events if it feels that doing so would be economically beneficial to the state. In the past, DCED has held the annual Governor's Conference on Economic Development, and has held other special events such as American Japan Week and the U.S. Interior Secretary's trip to Utah in 1992. This involvement is often used by DCED as a business expansion and corporate recruiting tool. The records include the agenda, executive director's correspondence, purpose and results of the event, guest list, and contributor list.

**RETENTION:**

Permanent. Retain for 4 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 2 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 historical value(s).

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 12025

**TITLE:** Major event records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14636

1

**TITLE:** Minorities and Women's Intern Program correspondence

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14642

1

**TITLE:** Minorities and Women's Intern Program mailing lists

**DATES:** 1993-2013.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Lists of individuals, companies, or other entities with which the agency corresponds. Information includes street addresses, electronic mail addresses, and phone and FAX numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14634

3

**TITLE:** Minorities and Women's Intern Program resume files

**DATES:** 1993-

**ARRANGEMENT:** Chronological by term sought, thereunder alphabetical by major

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This series consists of resumes and associated correspondence or supporting materials. They are maintained in order to have a record of a pool of individuals interested in seeking internships through this program. Information includes the name, address, educational history, and employment history of applicants, and any other information which may be submitted.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after placement of interns for the term sought and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14634

**TITLE:** Minorities and Women's Intern Program resume files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Address and phone number of applicants, UCA 63G-2-302(1)(e) (2008)

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 23140

1

**TITLE:** Payment documents

**DATES:** 1995-

**ARRANGEMENT:** Numerical by FI-NET document number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**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:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14924

3

**TITLE:** Payroll register

**DATES:** 1989-

**ARRANGEMENT:** Chronological the report date, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14925

3

**TITLE:** Personal injury case files

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. See Utah Code 34A-2 for Worker's Compensation Act.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 85192

3

**TITLE:** Personnel files

**DATES:** 1977-

**ARRANGEMENT:** Alphabetical by employee name.

**DESCRIPTION:**

This series contains the complete work history of an individual (excluding medical and psychological information) while employed by the state. The records include applications, transcripts, certifications, performance reviews, letters of recommendation or reprimand, and other pertinent employment documentation. Prior to 1993, personnel records were kept by several agencies within the Department. Beginning in the fall of 1993, all Department personnel records were centralized within Department Administration.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation of employee 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 Cultural and Community Engagement

**SERIES:** 85192

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14927

3

**TITLE:** Petty cash records

**DATES:** 1992-

**ARRANGEMENT:** Chronological by transaction date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 25829

3

**TITLE:** Photographs

**DATES:** ca. 1988-2005.

**ARRANGEMENT:** none

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents various programs and activities that were sponsored by the Department of Community and Economic Development. Photographs include Utah landmarks, department parties, employees, and Governors Bangeter and Leavitt with dignitaries. The files consist of slides, negatives, prints, and a video tape. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

**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:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 12325

3

**TITLE:** Polynesian Advisory Council Polynesian day records

**DATES:** 1988-1990.

**ARRANGEMENT:** none

**DESCRIPTION:**

Notes about Polynesian Day activities and interaction with the Iosepa Society in planning the observance (August 1, 1990).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

**AUTHORIZED:** 10-01-2001

**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 the events of the conference.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14912

3

**TITLE:** Position and reclassification request files

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by job title

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This series includes memoranda, DHRM-9 description of position, organizational charts, class specifications, position description questionnaires, and related records. They document the requests of the Department of Community and Economic Development (DCED) to create positions and the requests of DCED employees to have their positions reclassified. Information includes job title, description of job functions and tasks, salary ranges, and minimum qualifications. If the file is for a reclassification, then the series includes the name, title, home address and phone number, social security number of requesting employee; date of request; basis for request; and similar information.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

**AUTHORIZED:** 07-02-2019

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14912

**TITLE:** Position and reclassification request files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10356

3

**TITLE:** Press releases and meeting notices

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the director of Communications to make announcements regarding company relocations, expansions, and events sponsored by the Department of Community and Economic Development. Included are activity reports and agenda for meetings.

**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 Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10356

**TITLE:** Press releases and meeting notices

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10357

3

**TITLE:** Publications

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, 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:**

Permanent. Retain for 5 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 Office for 5 years 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 value of records in documenting achievements, policies, programs and functions of the agency.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10357

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14931

3

**TITLE:** Receipts for sale of agency publications

**DATES:** 1990-

**ARRANGEMENT:** Numerical by receipt number.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay the agency for services rendered.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14913

1

**TITLE:** Recruitment files

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by job title

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These evaluation criteria sheets, application scoring sheets, register, certification of the register, and job announcements facilitate the effective recruitment of department employees. Information includes applicant names, addresses, phone numbers, gender, age, counties where willing to work, veteran's status, and application score; job title; evaluation criteria; points awarded for each application; and related information.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14934

3

**TITLE:** Schedule six planning report

**DATES:** 1989-2005.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Compilation of position control files which are used for budget justification and planning.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Schedule six planning report, GRS-1894.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 6 months and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14935

3

**TITLE:** Schedule six position control report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Report which shows the amount paid to the employee that is posted against the general ledger to position control. Also indicates the posted benefits. Information appears on Schedule Six.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14920

3

**TITLE:** Staff meeting agenda

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

**RETENTION:**

Retain for 2 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after termination of committee and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14923

3

**TITLE:** Time and attendance reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological by report date, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 14915

3

**TITLE:** Training materials

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series contains materials prepared for Department of Community and Economic Development (DCED) training programs, including manuals, handouts, and similar documents. They are used to support DCED training programs.

**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:**

Paper: Retain in Office until training program is obsolete and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 10006

1

**TITLE:** Travel reimbursements

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home address, social security number, and telephone number

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 12027

3

**TITLE:** Utah businesses correspondence

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by name of company.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the communication between the Executive Director of the Department of Community and Economic Development (DCED) and various businesses in Utah (or those planning to come to Utah). These businesses will contact DCED if they are expanding or want to come to the state, if they need state assistance in some way (such as a road to be built or money), or if they want to inform the Governor or their plans. These records include correspondence to and from company executives, annual reports, and an explanation of the event which involved DCED or the Governor.

**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.

**APPRAISAL:**

These records have historical value(s).  
Correspondence documents agency history and functions.  
Correspondence has ongoing research value.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 12027

**TITLE:** Utah businesses correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 23329

3

**TITLE:** Utah Facts Book

**DATES:** 1978-

**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:**

Permanent. Retain until administrative need ends

**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.

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 reports answer frequently asked questions about Utah's business environment and discusses important topics such as tax rates, transportation, and quality of life.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 23329

**TITLE:** Utah Facts Book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 19082

3

**TITLE:** Western States Seismic Policy Council records

**DATES:** 1992-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the Western States Seismic Policy Council, which the Comprehensive Emergency Management Director chairs as part of official duties. Formed in 1979, this council brings together 15 western states, a U.S. territory, and a Canadian province to improve communication, preparedness, and response among members for earthquake threat. Information includes correspondence, meeting minutes, and workshop records.

**RETENTION:**

Permanent. Retain for 1 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 Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the council's achievements and function.

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 19082

**TITLE:** Western States Seismic Policy Council records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement

**SERIES:** 2107

3

**TITLE:** Working papers

**DATES:** 1975-1976.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 1 year after project closed and then destroy.

**PRIMARY DESIGNATION:**

Public