

## Retention and Classification Report

**Agency:** Department of Public Safety. Division of Emergency Management (183)

1110 State Office Building  
Salt Lake City, UT 84114  
801-538-3400

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

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14446 \*State agency and local organization correspondence  
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09845 \*Warrant requests  
14447 \*Water Management Committee records

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28558

3

**TITLE:** Administrative meeting minutes

**DATES:** 2013-

**ARRANGEMENT:** Chronologically

**DESCRIPTION:**

May include agendas, meeting minutes, transcripts, and other supporting documentation.

**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 Executive internal committee records, GRS-1726.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 83938

3

**TITLE:** Annual reports

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are the Division of Emergency Management's official annual publication outlining its activities and is submitted to the state government and the public. The report includes information on the implementation and status of each program, as well as the effects of agency-wide policies and a listing of disbursements. Short histories of the past year's major disasters are also included.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 83938

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16384

3

**TITLE:** Board of Visitors records

**DATES:** 1990-1995.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents the activities of the Board of Visitors, established by the Federal Emergency Management Agency (FEMA) to serve as an advisory committee for the Emergency Management Institute. The Board is responsible for reviewing the Institute's programs and make recommendations to the FEMA Director. The Board consists of twelve members appointed by the Director of FEMA. Information includes correspondence, board minutes, pamphlets, annual reports, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on administrative needs of the agency based on the fact that the original records are maintained by the Federal Emergency Management Agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16944

3

**TITLE:** Correspondence with the Department of Public Safety

**DATES:** 1979-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are correspondence and memoranda of the Commissioner of Public Safety to and from the Division of Comprehensive Emergency Management. Issues discussed include personnel matters, reports from Police Officers Standards and Training (POST), and the internal management of the division. These records include names, addresses, personnel issues, management issues of the division, and POST reports.

**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 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, and/or historical value(s). Because this is administrative and program management correspondence indicating the relation of the division to the goals of Public Safety and the development of policies concerning civil defense, a permanent retention is needed.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16944

**TITLE:** Correspondence with the Department of Public Safety

(continued)

Private. Personnel issues not among the 18 personal data elements identified by the State Records Committee.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16945

3

**TITLE:** Council of Defense minutes and meeting files

**DATES:** 1978-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are minutes of the Council of Defense, correspondence relating to the Council, and policy statements debated and issued by the council in order to establish guidelines and actions to protect the lives and property of citizens of the state in the event of an emergency. These files include names of the nine members of the Council; persons addressing the Council; names and addresses of those corresponding with the Council; and issues, policies, and actions of the Council.

**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:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The Council of Defense set guidelines for civil defense before the Division of Comprehensive Emergency Management was reorganized during 1981-1982. This function is now provided by the administration of the Department of Public Safety. A permanent retention is needed to preserve the historic and administrative value.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16945

**TITLE:** Council of Defense minutes and meeting files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16943

3

**TITLE:** Designation of emergency interim successors

**DATES:** 1984-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to document the line of succession for the top-level positions to be used in case of emergency(Utah Code 53-2A 804(1)(c) & 807(1)(c)(2013)). These records document the lines of succession for personnel authorized to exercise the powers of their respective offices. Information includes the names and contact information.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year after superseded and then delete.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

Each list is superseded by its successor after 1 year since Utah Code sections 53-2A-804(1)(c) & 83-2A-804(1)(c) require that this list be sent to the agency each year by July 1.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16943

**TITLE:** Designation of emergency interim successors

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28696

3

**TITLE:** Disaster plan records

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

These records support the agency's function to prepare, implement and maintain programs and plans for prevention and minimization of damage cause by natural disasters (Utah Code 53-2a-104(c)(2013). These records document the agency's preparations to address various types of disasters. Information includes COOP; EOP; State Homeland Security Strategic Plan; Communication Plan; Recovery Plan; Mitigation Plan; Division Strategic Plan; Emergency Action Guide; and other plans as needed.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**RETENTION JUSTIFICATION:**

Schedule 16-18 was selected for these records because the time frame for superseding records is not specified. 6/8/2015 CDM

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28696

**TITLE:** Disaster plan records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g) (2014)

Protected. Utah Code 63G-2-305(11) (2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28703

3

**TITLE:** Division Committees/Boards

**DATES:** 2014-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

Copied from GRS

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**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:**

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28703

**TITLE:** Division Committees/Boards

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28694

1

**TITLE:** Emergency Management Accreditation Program (EMAP)

**DATES:** 2006-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

This record includes: agendas, meeting minutes, final reports, accreditation/re accreditation, and related records such as documenting the travel of DEM employees supporting EMAP deployment to assess other states.

**RETENTION:**

Permanent. Retain for 3 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:**

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-305(2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28693

1

**TITLE:** Emergency Management Assistance Compact (EMAC) assistance records

**DATES:** 2012-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

The Division of Emergency Management cooperates with corresponding governmental agencies in other states participating in the Emergency Management Assistance Compact to provide support and training related to managing emergencies and disasters (Utah Code 53-2a-402(1)(b) and (c)(2013)). Records document the deployment of Utah personnel and resources to other states, as well as the support and resources received from other states when dealing with Utah emergencies and disasters. Records may include duty rosters, management plans, payrolls, equipment lists, and related records.

**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.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28693

**TITLE:** Emergency Management Assistance Compact (EMAC) assistance records

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 63G-2-106(2008)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(47)(2015)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 83935

4

**TITLE:** Emergency procedures pamphlets

**DATES:** i 1962-1984.

**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 for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28695

3

**TITLE:** Emergency SOPs and checklists

**DATES:** 2014-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

These records support the agency's function to make rules to assist political subdivisions (Utah Code 53-2A-306(1)(b)(2013)). These records document each DEM section's standard operating procedures and checklist before, during, and after emergencies. The Liaison (LNO) map is also included.

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28695

**TITLE:** Emergency SOPs and checklists

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28699

3

**TITLE:** Employee Training

**DATES:** 2014-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

Correspondence, memorandum, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system. This record includes federal forms, personnel required training, evaluations, synopsis, correspondence, and training reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

**AUTHORIZED:** 05-14-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until made part of employee personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-305(2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9553

3

**TITLE:** Excess and surplus property county files

**DATES:** 1958-1988.

**ARRANGEMENT:** Alphabetical by county

**TOTAL VOLUME:** 10.00 cubic feet.

**DESCRIPTION:**

These records document the inventory of all vehicles and other property disbursed to the state of Utah from the federal government. Disbursement of the property was handled by Comprehensive Emergency Management. The program was discontinued in 1988. Information includes vehicle or property identification information, date, name of county receiving the vehicle or property, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on similar records maintained by the State of Utah. Utah state agencies are required to retain property disposal case files and surplus property case files for 6 years as per the State Agency General Records Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 23902

3

**TITLE:** Fault Line Forum

**DATES:** ca. 1984-

**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:**

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 with authority to weed.

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9876

3

**TITLE:** Federal correspondence

**DATES:** ca. 1963-

**ARRANGEMENT:** Chronological by date.

**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 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 1 year and then transfer to State Records Center. Retain in State Records Center 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/program achievements, policies, procedures, and function.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9876

**TITLE:** Federal correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16941

3

**TITLE:** Federal Emergency Management Agency region eight and national offices correspondence

**DATES:** 1978-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are letters to and from the regional and national FEMA offices concerning federal funding of disaster recovery projects, general emergency management, and Utah's specific situations where life or property are endangered. This record includes names of people affected by disasters, issues involving Utah's specific disasters and federal funding, and directives concerning emergency management.

**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 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). 44 CFR 205.115 indicates that all documentation relating to funding of FEMA projects be maintained for three years for audit purposes. However, these correspondence files possess exceptionally rich administrative and research value into the manner in which Utah has dealt with disasters and, therefore, warrant a permanent retention.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28700

3

**TITLE:** Flood Mapping

**DATES:** 2003-

**ARRANGEMENT:** Alphabetic by file folder

**DESCRIPTION:**

This record includes: the National Flood Mapping Insurance Program (NFIP) and the Risk Map. It may include: reports, correspondence, budget information, audits, monitoring, and maps. This is a FEMA program that DEM coordinates with the jurisdictions in the State of Utah.

**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 Cartographic records, GRS-1747.

**AUTHORIZED:** 11-27-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded or obsolete and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28700

**TITLE:** Flood Mapping

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-305(2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16940

3

**TITLE:** Flooding incidents case files

**DATES:** 1979-

**ARRANGEMENT:** Chronological, thereunder alphabetical by area.

**DESCRIPTION:**

These are case files which document instances of flooding and how Comprehensive Emergency Management (CEM) dealt with the situations. The records include correspondence to and from local officials of the flooded area; the assessment by CEM; names of people affected by the flooding, home addresses, type and amount of property damage; and documentation relating to officially declared situations of emergency. Includes the Thistle slide, Great Salt Lake flooding, etc.

**RETENTION:**

Permanent. Retain for 8 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 4 years 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, and/or historical value(s). These case files document the handling of flooding disasters before the institution of the Recovery Program. They provide reserch opportunity concerning the manner in which Utah death with flooding prior to the 1983 disasters.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16940

**TITLE:** Flooding incidents case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 23416

3

**TITLE:** Grant records

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by county name.

**DESCRIPTION:**

The agency manages funds granted by the federal government for local emergency management planners. Records document fund distribution and usage, and includes applications, award documentation, and project management files.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final action and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28689

3

**TITLE:** Hazard Mitigation Assistance

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by folder title

**DESCRIPTION:**

This record includes: the Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation Program (PDMG); and the Flood Mitigation Assistance (FMA) Grants. They are used as an historical record and will therefore be referred to for lessons learned. It may include: reports, correspondence, budget information, audits, monitoring, and maps.

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

This record includes: the Hazard Mitigation Grant Program (HMGP); Pre-Disaster Mitigation Program (PDMG); and the Flood Mitigation Assistance (FMA) Grants. They are used as an historical record and will therefore be referred to for lessons learned.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28689

**TITLE:** Hazard Mitigation Assistance

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 83936

3

**TITLE:** High and Dry newsletter

**DATES:** i 1982-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 83937

3

**TITLE:** History of Utah floods

**DATES:** 1847-1981.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: For records beginning in 1947 through 1981. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1947 through 1981. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The disposition is based on the value of this series to local and state governments in providing a history of flooding in Utah and preventive measures taken.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9872

3

**TITLE:** House and Senate bills

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series documents the legislation and supportive materials developed by Comprehensive Emergency Management. The information includes analyses and recommendations for general appropriations and supplemental requests for flood planning.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper copy: 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).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 14448

3

**TITLE:** Local, county, state, and other state disaster files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series provides documentation of disasters which have occurred primarily in Utah, but also include other areas of the world. Examples include the 1980 Utah and Idaho joint flooding recommendation, 1984 Brigham City drain system, 1981 Moab Propane explosion, 1983 Great Salt Lake flooding, 1991 Desert Storm and 1980 Mount St. Helens eruption. They are used by Comprehensive Emergency Management as reference material in case similar situations develop again. May include photographs, situation reports, task force material, executive orders, emergency fund requests for national guard assistance, correspondence, executive orders, etc.

**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:** 10/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these records in recording disasters and their impact on the State of Utah.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 14448

**TITLE:** Local, county, state, and other state disaster files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16938

3

**TITLE:** Monthly activity reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are copies of reports of CEM staff activities which chart the progress and success of various projects and exercises, and indicate the initiation of new projects. The originals are submitted to the Commissioner of Public Safety with a report from the director of CEM. These reports include names of staff members; time spent at various activities such as writing disaster plans; conducting exercises, training courses, and shelter surveys; determining status of current projects; and indicating factors relating to the initiation of new projects.

**RETENTION:**

Retain for 36 year(s)

**DISPOSITION:**

Destroy.

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 33 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
44 CFR 360.4 indicates that CEM training plans cover a three year period. The activity reports would form background material for these plans. However, because these reports indicate the initiation of projects resulting in emergency plans for the state at large, they warrant a longer retention for administrative purposes of the program.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 16938

**TITLE:** Monthly activity reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28702

3

**TITLE:** Multimedia

**DATES:** 2013-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series provides a record of photographs taken at or by the Division of Emergency Management to include training events, staff meetings, exercises and others.

It may also contain videos documenting or supporting those events.

It may also contain original artwork and logos supporting publications and programs of the Division.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28702

**TITLE:** Multimedia

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9874

3

**TITLE:** National Emergency Management Association minutes

**DATES:** 1982-2015.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center 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 agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 15119

3

**TITLE:** National fallout shelter records (Utah facilities)

**DATES:** 1950-1995.

**ARRANGEMENT:** Alphabetical by county, thereunder numerical by shelter number

**TOTAL VOLUME:** 71.00 cubic feet.

**DESCRIPTION:**

These are records which document fallout shelters located in Utah. The series includes the National Fallout Shelter Survey which contains information on the location of the shelter such as the address, county, latitude and longitude, etc. In addition, the series contains the Local Directors Contact Summary sheet, Direct-effects Collection form, Water & Sewerage Facilities Survey, Fallout Shelter License or Privilege issued by the Department of the Army and scale drawings of the shelter.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years or until program has ended and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the series in documenting participation in the national fallout shelter program.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 657

3

**TITLE:** Natural disaster hazard reports

**DATES:** 1976-1981.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports were prepared by the Office of Emergency Services as the first phase of the Natural Disaster Preparedness Program. The program is Federally sponsored under the provisions of Public Law 93-288 (the Disaster Relief Act of 1974). The purpose of the reports is to identify and review life threatening natural disaster hazards, present measures by which the effects of such hazards may be reduced, and provide a basis for emergency preparedness planning. HOLDINGS: 1976 and 1981.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: For records beginning in 1981 through 1981. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1981 through 1981. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The disposition is based on the value of these records in documenting the first phase of the natural disaster preparedness program with related reports and the activities and functions of the agency..

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28691

3

**TITLE:** Operational Activities

**DATES:** 2014.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records support the agency's function to prepare, implement and maintain programs and plans for prevention and minimization of damage cause by natural disasters (Utah Code 53-2a-104(c)(2013).These records document the agency's operational history. Information Includes Emergency Operations Center (EOC) documents and presentations and other related records.

**RETENTION:**

Permanent. Retain for 10 year(s)

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the history of the agency and are therefore historical.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28691

**TITLE:** Operational Activities

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 6314

3

**TITLE:** Personnel records

**DATES:** 1969-1989.

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

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

**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 until separation of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 22841

3

**TITLE:** Press releases

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

**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 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 historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28529

3

**TITLE:** Publications

**DATES:** 7/30/2013-

**ARRANGEMENT:** Alphabetically by campaign or event

**DESCRIPTION:**

This series contains documents created by the agency, including newsletters, pamphlets, leaflets, published and processed documents related to emergency management projects and the mission of the Division of Emergency Management.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the campaign or event has ended 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.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28529

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9873

1

**TITLE:** Reorganization files

**DATES:** 1979-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

**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 Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidential value of reorganization records.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 13899

3

**TITLE:** Reports

**DATES:** 1974-1979.

**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:**

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 after microfilming.

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

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

Microfiche master: For records beginning in 1974 through 1981. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1974 through 1981. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 13899

**TITLE:** Reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 27218

3

**TITLE:** Search and Rescue Financial Assistance Program reimbursement files

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by county name, thereunder by reimbursement status.

**DESCRIPTION:**

These records support the agency's function to reimburse counties for search and rescue operations (Utah Code 53-2a-1102(4)(2015)) and document funds paid to county sheriff offices. Information includes reimbursement applications and other related information. Statistical and financial data collected from the submitted forms is used to create an annual report.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

These records have fiscal value as they document funds paid for search and rescue operations.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 27218

**TITLE:** Search and Rescue Financial Assistance Program reimbursement files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28701

1

**TITLE:** Social Media

**DATES:** 2013-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains social media posts to available social networks, including Facebook, Twitter, Instagram, Vine, Tumblr and more.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 14446

1

**TITLE:** State agency and local organization correspondence

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological

**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 Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**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 Public Safety. Division of Emergency Management

**SERIES:** 28692

3

**TITLE:** State Emergency Management (EM) Certification Program

**DATES:** 2015-

**ARRANGEMENT:** Alphabetical by file folder.

**DESCRIPTION:**

Correspondence, memorandum, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

**AUTHORIZED:** 05-14-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until made part of personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-305(2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28697

1

**TITLE:** State FEMA/Dept of Homeland Security (DHS)Reports

**DATES:** 2007-

**ARRANGEMENT:** Alphanumeric by year and file folder

**DESCRIPTION:**

This record includes: correspondence; training; and reports of the Threats and Hazards Identification Risk Assessment (THIRA), State Preparedness Report (SPR) required annual reports, State Homeland Security Strategic Plan, Hazards Identification Risk Assessment (HIRA), and capability gap analysis.

**RETENTION:**

Permanent. Retain for 3 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:**

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 13900

3

**TITLE:** Telecommunications planning study

**DATES:** 1970.

**ARRANGEMENT:** none

**DESCRIPTION:**

telecommunications Planning Study 1970

**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).

These records document telecommunications development within the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 6315

1

**TITLE:** Travel reimbursement requests

**DATES:** 1982-

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 28698

1

**TITLE:** Utah Native American Tribal Activities

**DATES:** 2004-

**ARRANGEMENT:** Alphabetical by file folder

**DESCRIPTION:**

This record includes: correspondence; Utah Tribal Emergency Response Committee (UTERC) agendas and minutes; Native American Summit participation; and other documents as needed. These documents demonstrate Native American relationship and activities with DEM, DPS, and the Utah Tribal Nations.

**RETENTION:**

Permanent. Retain for 3 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:**

Computer data files: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-305(2014)

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 9845

1

**TITLE:** Warrant requests

**DATES:** 1987-2015.

**ARRANGEMENT:** Numerical

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social security number, home address, home phone

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Public Safety. Division of Emergency Management

**SERIES:** 14447

3

**TITLE:** Water Management Committee records

**DATES:** 1981-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**RETENTION:**

Permanent. Retain for 10 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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.