

# Retention and Classification Report

**Agency:** Department of Community and Economic Development. Economic Opportunity Office (351)  
6233 State Office Building  
Salt Lake City, UT 84114  
801-538-3366

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

02912 \*Correspondence  
03089 \*Financial records  
03350 \*Grant project files  
03068 \*Publications

**AGENCY:** Department of Community and Economic Development. Economic Opportunity Office

**SERIES:** 2912

3

**TITLE:** Correspondence

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Community and Economic Development. Economic Opportunity Office

**SERIES:** 3089

3

**TITLE:** Financial records

**DATES:** 1971-1978.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Primarily financial records for CETA, Manpower, and other federal employment grants to the states. Does include an organizational chart for the agency and some administrative records.

**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 fiscal value(s).

Keep because of historic financial information pertinent to understanding the agency.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Community and Economic Development. Economic Opportunity Office

**SERIES:** 3350

3

**TITLE:** Grant project files

**DATES:** 1966-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

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

**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 these records in documenting agency program achievements, projects, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Community and Economic Development. Economic Opportunity Office

**SERIES:** 3068

3

**TITLE:** Publications

**DATES:** 1971-1972.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, economics, government, social services, education, health, and all other activities of the State Economic Opportunity Office. This series consists primarily of isolated publications not part of a more specific series.

**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/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public