

Retention and Classification Report

Agency: Utah State Fair Association (367)

155 North 1000 West
Salt Lake City, UT 84116
801-538-8444

Records Officer: _____

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09868	*Commercial exhibitors applications and contracts
09432	*Competitive entry applications
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AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 3370

3

TITLE: Biennial reports

DATES: 1899-1956.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of State Fair Association (formerly Deseret Agricultural and Manufacturing Society) activities from the previous two years with information pertaining to agency activities, agency staff, and fiscal and financial operations.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 9868

3

TITLE: Commercial exhibitors applications and contracts

DATES: 1920-1995.

ARRANGEMENT: Alphabetical by building

DESCRIPTION:

These are the applications and contracts of commercial exhibitors who want to set up a booth during the fair. The information includes name of exhibitor, how space will be used, items to be exhibited or sold, fees of contract, address, and date.

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 9432

3

TITLE: Competitive entry applications

DATES: 1920-1995.

ARRANGEMENT: None

DESCRIPTION:

These are now part of the premium book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 59903

3

TITLE: Correspondence

DATES: 1948-1983.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains correspondence to and from the Division of Expositions (formerly State Fair Association) which administers the State Fair. The correspondence contains information pertaining to agency activities, agency staff, events, buildings, meetings, exhibits, and prizes. Also included with the correspondence are photographs and publications.

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, and/or historical value(s).
Program correspondence has a permanent retention.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80606

3

TITLE: Entertainer audition films

DATES: 1976-1995.

ARRANGEMENT: none

DESCRIPTION:

These are films and videos provided by entertainers as a sampling of their work. The Division of Expositions decides who will perform at the fair, after which the entertainer will usually ask for the video to be returned. This record series is for those films and videos which are not reclaimed. Included is a Lynn Anderson movie.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Motion picture film duplicate: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the assumption of the analyst. The information has not been verified.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80603

3

TITLE: Exhibit entry fee receipts

DATES: 1977-1995.

ARRANGEMENT: None

DESCRIPTION:

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

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 3 years or until audited and then destroy.

APPRAISAL:

These records have fiscal value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80598

1

TITLE: Fair financial working papers revolving fund

DATES: 1985-1995.

ARRANGEMENT: None

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. These records also include check stubs, deposit slips, and copies of invoices.

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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80600

3

TITLE: Fair pass logs

DATES: 1981-1995.

ARRANGEMENT: None

DESCRIPTION:

These are individual logs which are used to identify the various types of passes issued each fair. The general public must pay an entrance fee, but certain individuals may obtain free passes. The passes could be for competitive entries, commercial exhibitors, guests and dignitaries, meal tickets, entertainers, and employees. The information includes name of person, department, and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Are these records audited?

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80609

3

TITLE: Fair questionnaires for commercial exhibitors

DATES: 1951-1995.

ARRANGEMENT: None

DESCRIPTION:

These questionnaires are distributed to commercial exhibitors so they may comment about the fair's services. The information includes criticism and complements about the fair's schedule, security, facilities, and other matters. The exhibitors also give suggestions for future fairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80604

3

TITLE: Fair reports

DATES: 1950-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports created by the Division of Expositions (State Fair Association) after each fair. The reports contain information pertaining to events of the fair, fiscal and financial operations, competitive exhibits, contests, winners, judges, and weather.

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 Records Center until microfilmed and then transfer to State Archives.

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).

This disposition is based on the historical value of fair reports.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 21871

3

TITLE: Fairground Flashes newsletters

DATES: 1970-1984.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains newsletters created by the Division of Expositions for the State Fair. The newsletters contain information pertaining to attendance, fiscal and financial operations, events, performers, and exhibits and is presented primarily through photographs.

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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic research value of these newsletters as they will allow researchers to trace the history of the fair and its annual events.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 6546

3

TITLE: Fairgrounds building plans

DATES: 1925-1988.

ARRANGEMENT: None

DESCRIPTION:

These are blueprints of many of the buildings on the fairgrounds. Some original sketches by architects are also included. The really interesting buildings, such as the coliseum, were not included. These plans were found in a dumpster and are now a permanent part of Archives.

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).

This disposition is based on the value of these records in supplying historically important information on the building of state fairground facilities.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80607

3

TITLE: Grandstand entertainment reports

DATES: 1987-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

These are ticket books listing the shows held in the grandstand, number of tickets sold, and the names of those receiving complementary tickets.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80602

3

TITLE: Guest books

DATES: 1971-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains guest books signed by patrons to the Fair and contain information pertaining to date, name and comments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 59904

3

TITLE: Interim lease/rent contracts

DATES: 1949-1995.

ARRANGEMENT: Chronological

DESCRIPTION:

These are contracts between the state and private organizations who want to rent a building during the interim between fairs.

This also includes the contracts for swap meets at the fairgrounds. Included are the conditions and terms of agreement for use of the fairgrounds and for payment, names of contracting parties, the building being rented, costs, dates and times, and special comments. A worksheet is used to create the contract.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final payment for use of fairgrounds and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

General Schedule 3:4 lists a retention of 7 years after payment for contracts involving amounts over \$10,000.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 59926

3

TITLE: Judges sheets

DATES: 1952-1961.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains judges sheets which document participants in events at the State Fair. The sheets contain information pertaining to the name and addresses of the participants, the name of the animal or item on exhibit, the rating, and the amount of premium awarded. From 1919-1955, Judges Sheets are kept with series 23071, Minutes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).
These records document all participants of the fair and provide excellent research into the operations of the fair.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80610

3

TITLE: Ledger books

DATES: 1920-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains ledgers with records of receipts and disbursements, sales tax collected on tickets.

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 7 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 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 59925

4

TITLE: Minute book

DATES: 1863-1874.

ARRANGEMENT: Minutes are chronological; the Act of Incorporation and By-laws preface the minutes. Listings are frequently

DESCRIPTION:

This volume contains the minutes of the proceedings of the Deseret Agricultural and Manufacturing Society (D.A.M.S.). The Society was first chartered on January 17, 1856 by an act of the territorial legislature. Its purpose was to promote the arts of domestic industry and to encourage the production of articles from the native elements, primarily through the establishment of an annual exhibition of products. The minutes record administrative matters and planning issues for the annual "fairs". The minute book also includes the "Act of Incorporation" and "Bylaws" and other administrative and financial documents, including listings of awards. 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

Extensive and intensive data on the first fairs, their participants, and their organization are present.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 59925

TITLE: Minute book

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 23071

3

TITLE: Minutes

DATES: 1906-1990.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains minutes from Division of Expositions (State Fair Association) meetings. The minutes contain information pertaining to agency activities, agency staff, fiscal and financial operations, events, fairgrounds, buildings, contests, and exhibits. This series also contains judges sheets, programs, fair reports, and publications which were attached to the minutes proper.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 10013

3

TITLE: Personnel records for permanent employees

DATES: 1980-1995.

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname

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:

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 3 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

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

Retain until the administrative need has been met and then destroy. Legal value is based on personnel file and statute of limitations of contracts.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 10013

TITLE: Personnel records for permanent employees

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80601

3

TITLE: Photographs and audio-visual records

DATES: ca. 1940-1984.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains photographs and audio-visual records created by the Division of Expositions (formerly State Fair Association) during each State Fair. The photographs and audio-visual records are of buildings, events, contestants, displays, fair scenes, performers, animals and fairgrounds.

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

Phonograph records: Retain in State Archives permanently with authority to weed.

Motion picture film master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic research value of these audio-visual materials as they will allow researchers to trace the history of the fair and its annual events.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80596

3

TITLE: Premium books

DATES: 1917-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports created by the Division of Expositions (State Fair Association) and used by exhibitors to determine entry procedures. The reports contain information pertaining to entry dates, rules, fees, map of fairgrounds, entry blanks, scheduled grandstand entertainers, contest information, and categories available for entry.

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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 3527

3

TITLE: Programs

DATES: 1950-1986.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains programs created by the Division of Expositions (formerly State Fair Association) for the State Fair. The programs contain information pertaining to entertainment, county queens, State Fair queen, rodeos, events, activities, exhibits, history, and agency staff.

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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 21872

3

TITLE: Publications

DATES: 1950-1993.

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, performers, events, exhibits, buildings, fairgrounds, and all other activities of the Division of Expositions (formerly State Fair Association). This series consists primarily of isolated publications not part of a more specific series.

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 Records Center until microfilmed and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 21872

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 26719

3

TITLE: Scrapbooks

DATES: 1965-1995.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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:

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

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

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

APPRAISAL:

These records have fiscal value(s).

This series provides valuable historical information on the annual events surrounding the Utah State Fair.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 9431

3

TITLE: Service contracts

DATES: 1980-1995.

ARRANGEMENT: None

DESCRIPTION:

Files document the professional contractual agreements between an agency and professional individual or between agencies for temporary services. The files include contract, requisition, purchase order, including correspondence and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s).
These records have legal value for the statute of limitations of contracts.

PRIMARY DESIGNATION:

Private 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80599

3

TITLE: State Fair prize payments

DATES: 1950-1995.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80605

3

TITLE: State fair essay contest entries

DATES: 1971-1995.

ARRANGEMENT: Chronological, thereunder numerical by school grade
DESCRIPTION:

These files contain all the essays submitted each year to the state fair essay contest. Information includes grade, name, address, and list of winners that year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fair and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80594

3

TITLE: State fair queen contest video tapes

DATES: 1984-1995.

ARRANGEMENT: None

DESCRIPTION:

These are video tapes of the Utah state fair queen contest held at the state fair each year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Expositions

SERIES: 80597

3

TITLE: Tapes of council meetings

DATES: 1978-1995.

ARRANGEMENT: None

DESCRIPTION:

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2010) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2009) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting" [UCA 52-4-203 (4)f].

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after meeting when all minutes are accepted and approved and then destroy.

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 UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.