

Retention and Classification Report

Agency: Division of Facilities Construction and Management (375)

Taylorsville State Office Building
PO Box 141163
Taylorsville, UT 84129-2128

Records Officer: _____

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AGENCY: Division of Facilities Construction and Management

SERIES: 27022

3

TITLE: Activity reports

DATES: 2008-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Reports documenting work productivity of employees or an office.
Includes weekly activity or production reports, monthly activity reports, etc.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule
Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (3), (4), (6)

AGENCY: Division of Facilities Construction and Management

SERIES: 24081

3

TITLE: Administrative accounting reports

DATES: 2001-2013.

ARRANGEMENT: Alphabetical by agency.

DESCRIPTION:

This series contains all accounting information and all paid invoices for Facilities and Construction Management Administrative budget for the fiscal year. Included in the invoices are travel, motorpool, aeronautics and telephone records.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after current fiscal year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 21147

3

TITLE: Agency personnel files for temporary employees

DATES: 1985-2002.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

Copies of correspondence and forms maintained in the personnel file of a temporary employee. This does not include personnel records created for specific federal programs.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80417

3

TITLE: Building construction as-built plan indexes

DATES: 1950-2002.

ARRANGEMENT: alphabetical by agency

DESCRIPTION:

These are indices to the as-built plans and specifications on microfilm.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records should be compared to the Archives index of the microfilm copies of as-built plans. If there are no discrepancies between the two indices, then the paper copy can be destroyed. If there are discrepancies, then they should be reconciled for accuracy and completeness.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 30195

3

TITLE: Capitol dome copper souvenir

DATES: 1981.

ARRANGEMENT: None.

DESCRIPTION:

These artifacts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity. Governmental entities work with the Division of Archives to ensure that these historical objects are properly documented and preserved. (Utah Code 63A-12-103(10)(2016))

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The artifact in this series has permanent historical value because of its association with a significant event in the history of the State Capitol. It also provides documentation of the efforts of the Division of Facilities Construction and Management to maintain the building and share its heritage.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 30194

3

TITLE: Capitol projects and events photographs

DATES: 1978-ca. 1981.

ARRANGEMENT: Generally chronological.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

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:

Photo negatives: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

The photos in this series have permanent historical value as visual documentation of the work undertaken by the Division of Facilities Construction and Management, the history of the Capitol and its grounds, and events at the Capitol.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301

AGENCY: Division of Facilities Construction and Management

SERIES: 80394

3

TITLE: Construction plans in-review

DATES: 1985-2002.

ARRANGEMENT: numerical by project number.

DESCRIPTION:

These preliminary designs and specifications are prepared by contracted architectural firms and reviewed by the state's architects and engineers for compliance to the needs and building codes of the state.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after design phase is completed 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 legal value(s).
This retention is based on the statute of limitations found in UCA 78-12-25.5.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80324

3

TITLE: Construction project files

DATES: 1912-

ARRANGEMENT: Alphanumeric by agency and project number.

ANNUAL ACCUMULATION: 23.00 cubic feet.

DESCRIPTION:

These records support the agency's function to construct state facilities. Case files document all building projects sponsored by the state and may include construction proposals, contracts, modifications, contract change orders, certificates of substantial completion, and any related correspondence. Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Permanent. Retain for 16 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

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

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

Computer data files: Retain in Office for 16 years and then transfer to State Archives with authority to weed.

AGENCY: Division of Facilities Construction and Management

SERIES: 80324

TITLE: Construction project files

(continued)

APPRAISAL:

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

These records have potential evidential and informational value for use in litigation and contractual disputes and contain all the significant data concerning the projects. Researchers could use these records to understand the construction and maintenance of government facilities.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12,13)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 83331

3

TITLE: Construction specifications

DATES: i 1985-2013.

ARRANGEMENT: numerical

DESCRIPTION:

These are the construction specifications that are prepared by the contracted architectural firms and reviewed by the State's architects and engineers for compliance to statute. Information includes name of architectural firm; date of drafting; name of drafter; building details; building material, electrical, plumbing and hardware requirements; and measurements.

RETENTION:

Permanent. Retain for 16 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: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 14 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These records have some historical and environmental impacts on their retentions. This records series warrants further analysis upon transfer to the State Archive to determine which parts of the records should be kept.

AGENCY: Division of Facilities Construction and Management

SERIES: 83331

TITLE: Construction specifications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UC 63G-2-305 (12)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 80350

3

TITLE: Contractor's prequalification documents

DATES: 1982-

ARRANGEMENT: chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's administrative need to ensure that contractors bidding on state projects are qualified in accordance with state laws. Records document contractors' qualifications and include copies of contractors' licenses and letters from qualified bonding companies certifying that contractors are bonded.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The agency requires contractor's to submit records to pre-qualify every 18 months. The agency would like to maintain the records for an extra 6 months to be able to review the contractor's previous information.

AGENCY: Division of Facilities Construction and Management

SERIES: 80350

TITLE: Contractor's prequalification documents

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80361

3

TITLE: Deeds of state-owned property

DATES: 1900-

ARRANGEMENT: alphabetical by property.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records maintained by the state that document proof of ownership of state property. They are also used in completing statements of capital worth. Some of these deeds are also located in the Lieutenant Governor's Office's vault. These are originals. However, the various county recorders in the state maintain a copy of these records as well. Included with every deed is a plat map of the property. The plat map is also kept by the counties.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until property is sold and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Since these records are duplicated in the county recorder's office around the state, there is no need to preserve these records longer than their administrative needs dictate.

AGENCY: Division of Facilities Construction and Management

SERIES: 80361

TITLE: Deeds of state-owned property

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 2803

3

TITLE: Director correspondence

DATES: 1981-

ARRANGEMENT: Chronological.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These are from the Director's office and is filed separately from project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office 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.

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

APPRAISAL:

These records have historical value(s).

Executive correspondence is historical as it documents the history of agencies, including policies, procedures and programs.

AGENCY: Division of Facilities Construction and Management

SERIES: 2803

TITLE: Director correspondence

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Division of Facilities Construction and Management

SERIES: 13982

3

TITLE: Energy efficiency for state buildings

DATES: 2006-

ARRANGEMENT: Numerical by license number.

DESCRIPTION:

These records relate to the state building energy efficiency program for state wide building energy efficiency projects. They are used for project creation, development and project management.

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 24076

3

TITLE: Escrow balance reports

DATES: 1989-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are escrow balance reports from Zions First National Bank. They detail monies withheld on construction projects from vendors which are subsequently reconciled for accuracy, verified for completion and released funds.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

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 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 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 7080

1

TITLE: Executive staff minutes

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 17926

3

TITLE: Expired leases

DATES: 1974-

ARRANGEMENT: Alphabetical by department or city.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records verify leased space for the various government agencies in the state of Utah. This series is compiled when the leases are terminated. Information includes lessee, lessor, addresses, costs, lease terms, and payment schedule.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

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 until final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.

AGENCY: Division of Facilities Construction and Management

SERIES: 9888

3

TITLE: Final time summary report

DATES: 1990-2013.

ARRANGEMENT: Alphabetical by employee.

DESCRIPTION:

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Summary time report, GRS-1878.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 676

1

TITLE: Financial Information Resources System reports

DATES: 1990-2013.

ARRANGEMENT: chronological.

DESCRIPTION:

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

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 fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 30304

3

TITLE: Governor's Mansion history publications

DATES: 1987-

ARRANGEMENT: Chronological by publication year.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

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).

This series has permanent historical value as documentation of the history of a significant state building.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 25769

3

TITLE: Governors mansion restoration records

DATES: 1993-1996.

ARRANGEMENT: Chronological.

DESCRIPTION:

Includes correspondence, photographs, news stories, conceptual drawings, etc. brought together and collected by the staffs of DFCM, DAS, Archives, and State Historical Society. This material was used to produce a commemorative book presented to former Governor Michael Leavitt.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1992 through 1996. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the restoration process and subsequent outcome of the events surrounding the fire.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80359

3

TITLE: Handicapped barriers survey records

DATES: 1977-2002.

ARRANGEMENT: None.

DESCRIPTION:

These are surveys of public-owned buildings that were started in 1977. The survey data is fed into a computer program which calculates the cost for handicapped construction access. INCLUDES field survey forms, pictures, cost data, and codebooks on specifications for construction.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records are needed for internal research. These records are used as reference for determining construction costs and methods for new buildings or handicapped access based on past construction methods and costs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 26286

3

TITLE: Hazardous materials project reports

DATES: 2000-

ARRANGEMENT: Alphabetical by project site.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series documents abatement and remediation of hazardous materials associated with building renovation or demolition. It contains surveys and assessments of building materials, project documents and logs for asbestos abatement. It also contains information on lead based paint abatement and universal waste and remediation.

RETENTION:

Permanent. Retain for 30 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: 02/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This series is governed by OSHA regulations: 29 CFR 1926.1101 and 29 CFR 1910.1001 (1910.1001(j)(3)(ii) mandates permanent retention.)

AGENCY: Division of Facilities Construction and Management

SERIES: 26286

TITLE: Hazardous materials project reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Division of Facilities Construction and Management

SERIES: 4459

1

TITLE: Interdepartmental transfers

DATES: 1989-

ARRANGEMENT: None

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

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

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 23508

3

TITLE: Kingsbury Hall building plans

DATES: 1928-1931.

ARRANGEMENT: none.

DESCRIPTION:

These drawings are construction details of Kingsbury Hall built on the University of Utah campus ca. 1928.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Architectural drawings: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Building plans are used by DFCM to maintain state buildings while the building stands. These also have historic value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80362

3

TITLE: Leasing contract case files

DATES: 1983-1990.

ARRANGEMENT: numerical by identification number.

DESCRIPTION:

These are the contract files maintained by DFCM for buildings they are leasing from someone and for all building they are leasing to someone. INCLUDES lease agreement, bid proposals, complaints, test inspections, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after contract expires and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on the Statute of Limitations found in UCA 70A-2-725.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 2817

3

TITLE: Leave change files

DATES: 1988-2013.

ARRANGEMENT: None.

DESCRIPTION:

Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Leave category changes, GRS-1885.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80314

3

TITLE: Maintenance history of inventoried equipment summary reports

DATES: 1988-

ARRANGEMENT: Alphabetical by building

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a summary report of all scheduled and nonscheduled maintenance performed by the state's maintenance crews on building equipment.

INCLUDES equipment data, cost of maintenance, number of days of scheduled maintenance, number of days of unscheduled maintenance, and the type of maintenance performed.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

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

It is essential to maintain a maintenance history for the life of the equipment. This history facilitates repair, but also serves as substantiating documentation for enforcement of warranty contracts on equipment.

AGENCY: Division of Facilities Construction and Management

SERIES: 80316

3

TITLE: Maintenance work orders

DATES: 1987-

ARRANGEMENT: alphabetical by agency, thereunder chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are requests sent in from agencies for repair of building equipment, minor construction, or painting.

INCLUDES work requested, location, date, cost center number, authorizing signature, maintenance scheduling data, and cost data.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are needed in audit reviews.

AGENCY: Division of Facilities Construction and Management

SERIES: 80360

3

TITLE: Natural disaster and damage survey records of public buildings

DATES: 1977-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

Everytime a disaster occurs, this office does a survey and analysis of the damage done to the building. They also estimate the cost of the damage. They are used mostly for reference by the staff person required to do this job. The final reports of the survey are filed with the Comprehensive Emergency Management Office.

INCLUDES background analysis data, a copy of the final report, survey notes, published reference material on disasters and disaster planning, and copies of emergency operation plans.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

This record series only has administrative value to the state since the pertinent data is filed at the Comprehensive Emergency Management Office and these records are only reference copies.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80415

3

TITLE: Non-awarded architectural proposals

DATES: 1983-

ARRANGEMENT: None.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are letters of interest submitted by architectural firms upon request for proposed design projects. The proposal with plans and specifications, brochures, correspondence, and statements on their qualifications to do the job are included.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This retention is based on the statute of limitations UCA 63-56-61.

PRIMARY DESIGNATION:

Protected

AGENCY: Division of Facilities Construction and Management

SERIES: 80363

3

TITLE: Non-awarded bid proposals for state leases

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are bid proposals that were not awarded to prospective contractees.

INCLUDES proposals, floor plans, specifications, leasing costs, and services offered.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This retention is based on the statute of limitations found in UCA 63-56-61.

AGENCY: Division of Facilities Construction and Management

SERIES: 80416

3

TITLE: Non-awarded proposals for design/construction projects

DATES: 1985-

ARRANGEMENT: numerical by project number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

In some instances a project may include both the design and construction being performed by the same vendor. Under these circumstances, the unawarded proposals are separated from the general project files and filed separately. INCLUDES proposals, drawings, specifications, and correspondence.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This retention is based on the statute of limitations in UCA 63-56-61.

AGENCY: Division of Facilities Construction and Management

SERIES: 80414

3

TITLE: Operations and maintenance manuals

DATES: 1955-

ARRANGEMENT: numerical by project number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are DFCM's copy of equipment operation and maintenance manuals. They are used to aid DFCM in the repair of malfunctioning building equipment. These manuals are also used to keep track of equipment maintenance. Information includes schematics, installation and warranty data, repair and maintenance instructions and equipment specifications.

RETENTION:

Retain for 150 year(s) or until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until disposition of asset and then transfer to State Records Center. Retain in State Records Center for 149 years and then destroy provided building is sold or destroyed.

Computer data files: Retain in Office for 50 years or until disposition of asset and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This series previously (pre 2006) was approved with a 20-year retention. The agency now (2006) needs the records for as long as they own the building. Because Versatile needs a specific date to calculate a disposition date, the time in the records center (100

AGENCY: Division of Facilities Construction and Management

SERIES: 80414

TITLE: Operations and maintenance manuals

(continued)

years) was specified in 2012.

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 2807

3

TITLE: Payroll and timekeeping records

DATES: 1988-

ARRANGEMENT: Alphabetical by employee last name, thereunder chronological by pay period.

DESCRIPTION:

These records are used to verify employee hours and leave balances, and also to verify commuter fringe and mileage reimbursements per pay period. Records may include employee time sheets, shift differentials, commuter forms, mileage reimbursement, personal leave balance per pay period, flextime records, and related records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center 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).

AGENCY: Division of Facilities Construction and Management

SERIES: 2807

TITLE: Payroll and timekeeping records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Division of Facilities Construction and Management

SERIES: 4434

3

TITLE: Personnel action notifications

DATES: 1988-2013.

ARRANGEMENT: Alphabetical by employee surname.

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

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

AGENCY: Division of Facilities Construction and Management

SERIES: 4434

TITLE: Personnel action notifications

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 10258

3

TITLE: Personnel files

DATES: 1975-2013.

ARRANGEMENT: Alphabetical by employee surname.

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

Paper copy: Retain in Office until administrative need ends and then destroy.

AGENCY: Division of Facilities Construction and Management

SERIES: 10258

TITLE: Personnel files

(continued)

APPRAISAL:

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

These files have administrative value to document employment and to verify eligibility for retirement and other benefits.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80389

3

TITLE: Policies and procedures for contractors and vendors

DATES: 1987-

ARRANGEMENT: chronological

DESCRIPTION:

These are the division's guidelines for contractors and vendors to follow when adhering to state regulations regarding state building maintenance and state construction. These policies and procedures are filed as an administrative rule. This records series also contains internal policies and procedures.

RETENTION:

Permanent. Retain for 1 year(s) after superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The external policies and procedures are preserved by the Division of Administrative Rules as administrative rules. Therefore, as this set is only a copy, they do not have be kept longer than administratively useful. The internal policies and procedures have evidential value to the state since they document the activities of DFCM.

AGENCY: Division of Facilities Construction and Management

SERIES: 9912

3

TITLE: Preliminary payroll files

DATES: Undated.

ARRANGEMENT: None.

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: 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. UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80323

3

TITLE: Preventive maintenance schedules

DATES: 1986-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are worksheets of preventive maintenance schedules to be performed by maintenance workers. They are not used by the state anymore as the functions are now becoming automated. INCLUDES name of building, name of piece of equipment, date, and type of maintenance to perform.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These records only have administrative value to the state.

AGENCY: Division of Facilities Construction and Management

SERIES: 23507

1

TITLE: Prison land and building surveys

DATES: ca. 1896.

ARRANGEMENT: none.

DESCRIPTION:

These three plans include a county plat survey, an irrigated land survey, and a buildings layout drawing for the State Prison in Section 21 T1S R1E SLB&M (known as the Sugarhouse Prison at approximately 1400 East and 2100 South in Salt Lake City). Parley's Canyon creek flowed through the property.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Architectural drawings: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Records in this series document the historic territorial prison.
They are of use to researchers.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 23280

3

TITLE: Publications

DATES: 1981-1994.

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, buildings, construction, planning, and all other activities of the Division of Facilities Construction and Management. 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 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 08/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 13669

3

TITLE: Purchase orders

DATES: 1989-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

Orders used to document the purchase transaction and to notify the agency of purchase approval.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 13670

3

TITLE: Purchase requisitions

DATES: 1989-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 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 01/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 82831

3

TITLE: Request for project manager proposals

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These are the actual proposals from the construction company of Heery and Okland regarding the project manager qualifications for Phase I Development of the Utah State Prison. There is submittal "A" and submittal "B". "A" contains a Management Services Proposal and "B" is the Fee Proposal. These proposals include statement of approach, and statement of qualifications regarding the personnel to handle multi-million dollar phased programs in occupied correctional facilities.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after construction project ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records are being retained for administrative purposes. The proposed retention is at the agency's request.

AGENCY: Division of Facilities Construction and Management

SERIES: 82831

TITLE: Request for project manager proposals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Division of Facilities Construction and Management

SERIES: 80319

3

TITLE: Security incident reports

DATES: 1986-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports received in the maintenance office from the security office regarding incidents resulting from hazards and unsafe conditions noted by security. These reports are in turn used to generate work orders.

INCLUDES date of incident, type of incident, date of report, officer reporting, location of incident, a summary of the incident with a section on details, people involved, and conclusions and recommendations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 30071

3

TITLE: Service contracts

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are service contracts between the State and other companies for building maintenance across the state, such as janitorial services, snow removal service, and trash removal service.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

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 until expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2021.

AGENCY: Division of Facilities Construction and Management

SERIES: 80436

1

TITLE: Space utilization reports

DATES: 1978-2013.

ARRANGEMENT: alphabetical by building.

DESCRIPTION:

Reports on the amount of floor space in agency buildings, number of rooms, and the capacity.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80355

1

TITLE: Special project research files

DATES: 1963-2013.

ARRANGEMENT: alphabetical by agency, subject, location.

DESCRIPTION:

These are recurring and one time project files dealing with such projects as property appraisals, soil analysis, and topographical surveys. Most of these files are created when a project is started. They are not filed by date so retrieval of certain files by date will be difficult. It is recommended that the filing scheme be changed to reflect some sort of chronological order.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 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).

These records have some historical and environmental impacts on their retentions. This records series warrants further analysis upon transfer to the State Archive to determine which parts of the records should be kept.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 80398

3

TITLE: State building construction plans

DATES: 1912-

ARRANGEMENT: Numerical by index number.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This record series consists of plans and supporting documentation for every state building as it was approved and built. They are used as a reference for remodeling, renovation, and maintenance within the building. They are also used to identify characteristics of each property and delineate property boundaries. Records include drawings, tracings and blueprints used to identify characteristics of each property, delineate property boundaries, and document construction and remodeling of state owned or managed buildings and properties. Specific records include property surveys, preliminary submittals, site drawings, site plans, review sets, bid sets, construction drawings, stick sets, and as-built plans. Final plans and specifications for approved and constructed state buildings.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and quality checked and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Division of Facilities Construction and Management

SERIES: 80398

TITLE: State building construction plans

(continued)

APPRAISAL:

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

This disposition is based on the permanent value of these documents to researchers and historians.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(12)(2008)

AGENCY: Division of Facilities Construction and Management

SERIES: 24093

3

TITLE: State owned properties

DATES: 2002-

ARRANGEMENT: Alphabetical by property name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains information pertaining to State owned property. These files document the details of the negotiations, property acquisitions, condemnation records dealing with the purchase of properties and information on the maintenance of the properties while owned by the state.

RETENTION:

Permanent. Retain for 10 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: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office until records become inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This series has been designated historical for research value into properties owned by the State of Utah.

AGENCY: Division of Facilities Construction and Management

SERIES: 24093

TITLE: State owned properties

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 29861

3

TITLE: State-owned real estate general obligation and revenue bonds

DATES: 1984-

ARRANGEMENT: Chronological.

DESCRIPTION:

The division's real estate group manages the lease revenue and general obligation bond programs for most capital facilities. These records are for general obligation and revenue bonds for state-owned real estate, and may include general obligation bonds, revenue bonds, and associated records.

RETENTION:

Permanent. Retain for 5 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Disposition is based on the secondary historical value to researchers interested in business activities in Utah.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Division of Facilities Construction and Management

SERIES: 10574

3

TITLE: Temporary personnel files

DATES: 1985-2015.

ARRANGEMENT: Alphabetical by employee's surname.

DESCRIPTION:

Files intended for personnel who are not paid through the state payroll system (i.e. volunteers, contract personnel, board members, etc.). Records may include copies of correspondence, forms, agreements, or other documents related to employment with the State.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Temporary employees personnel files, GRS-172.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Division of Facilities Construction and Management

SERIES: 10574

TITLE: Temporary personnel files

(continued)

SECONDARY DESIGNATION(S):

Public. Items identified as public under UCA 63G-2-301(1)(b).

AGENCY: Division of Facilities Construction and Management

SERIES: 24085

3

TITLE: Thrift property records

DATES: 1997-2002.

ARRANGEMENT: Numerical by case number.

TOTAL VOLUME: 8.00 cubic feet.

DESCRIPTION:

The Department of Facilities and Construction Management (DFCM) is responsible for selling certain real property assets that had been held by financial institutions. DFCM sold the properties and delivered funds to the General Fund of the State of Utah. These files contain the details of each property, the history of each property, the negotiations surrounding each property and sale of each property. These records document the State's role in the Thrift's Settlement Financing. Some files contain operation and maintenance costs of each property while held by the State of Utah. Other information includes real estate deeds, title reports, closing statements, property tax notices, purchase offers and additional data related to foreclosure on each property, addresses, previous owners and Thrift Property.

RETENTION:

Retain for 16 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2003

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 16 years and then destroy.

APPRAISAL:

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

AGENCY: Division of Facilities Construction and Management

SERIES: 24085

TITLE: Thrift property records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Division of Facilities Construction and Management

SERIES: 80396

1

TITLE: Under-construction plans

DATES: 1985-2013.

ARRANGEMENT: Numerical by project number.

DESCRIPTION:

These are the plans and specifications used by the contractors and the state's architects and engineers as guidelines to construct the previously designed building. These would also include modifications to the designed plans and specifications, if any were made.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

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

This retention is based on the statute of limitations found in UCA 78-12-25.5. NOTE: When the as-built plans are completed, these plans are destroyed but the specifications become part of the as-built file.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Division of Facilities Construction and Management

SERIES: 17927

3

TITLE: Unsuccessful leasing proposals

DATES: 1974-

ARRANGEMENT: Alphabetical by department or city.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records consist of Requests for Proposals (RFPs) on leased space for all agencies within Utah State Government that were rejected. Information includes cost, lessor names, locations, zoning, space available, remarks, and notarized statement and signature.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 80390

3

TITLE: Vendor architectural and engineering proposed plans

DATES: 1973-2013.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are proposals for construction sent to DFCM by bidding contractors for planned construction. These plans were filmed by Dodge/Scam, Inc. for their specific interests. What the criteria for this interest was, is unknown.
Includes bid specifications and plans.

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: 12/1988

FORMAT MANAGEMENT:

Microfilm master: 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, historical, and/or legal value(s).
These records might have some potential informational value to the state. They might also have some research value to DFCM. Since they are already on film, storage should be inexpensive. These records should be compared to existing as-built plans and existing design plans to determine how comprehensive they are.

AGENCY: Division of Facilities Construction and Management

SERIES: 80390

TITLE: Vendor architectural and engineering proposed plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Division of Facilities Construction and Management

SERIES: 4453

1

TITLE: Warrant requests

DATES: 1989-2013.

ARRANGEMENT: Alphabetical by vendor name.

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. UCA 63G-2-302(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.