

Retention and Classification Report

Agency: Board of Education. Division of Rehabilitation Services.\$bGovernor's Committee on Employment for People with
150 West North Temple
Salt Lake City, UT 84101
801-538-4210

Records Officer: _____

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AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13944

1

TITLE: Administrative reference/reading files

DATES: 1977-2015.

ARRANGEMENT: Alphabetical by title, thereunder chronological by event

DESCRIPTION:

Record of all memoranda and correspondence generated by another agency for general reference by all agency employees.

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 value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13968

3

TITLE: Agency written histories

DATES: 1950-

ARRANGEMENT: Alphabetical by subject, thereunder chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because of their importance in documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13968

TITLE: Agency written histories

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13963

3

TITLE: Cash receipts

DATES: 1988-2020.

ARRANGEMENT: Numerical by date, thereunder by event.

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper copy: 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 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13953

3

TITLE: Committee and conference files

DATES: 1968-

ARRANGEMENT: Numerical by year.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value because they provide evidence of significant policy formulation and business processes of the government, and they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13953

TITLE: Committee and conference files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13965

1

TITLE: Employee travel reimbursement files

DATES: 1988-2019.

ARRANGEMENT: Chronological.

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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 1 year and then destroy.

Paper: Retain in Office 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 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13955

1

TITLE: Employer recognition files

DATES: 1982-2020.

ARRANGEMENT: Numerical by year.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13948

1

TITLE: Executive calendars

DATES: 1980-2014.

ARRANGEMENT: Numerical by calendar year

DESCRIPTION:

Records containing substantive information relating to the official activities of high-level officials which are not incorporated into memoranda, reports, correspondence, or other records included in the official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the employees. See Daily Activity Schedules.

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

RETENTION:

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

APPRAISAL:

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

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13948

TITLE: Executive calendars

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13947

3

TITLE: Executive correspondence

DATES: 1986-2020.

ARRANGEMENT: Alphabetical by subject, thereunder chronological.

DESCRIPTION:

These are records which are 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 authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17218

3

TITLE: Federal legislative update files

DATES: 1977-2020.

ARRANGEMENT: Alphabetical by program name.

DESCRIPTION:

This is a record of federal programs, guidelines, legislation, and updates sent to the office by private and federal agencies. This information is available to other agencies and the general public.

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after administrative value has been met or until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17217

3

TITLE: Golden key and other awards

DATES: 1970-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document outstanding achievements of individuals with disabilities from the State of Utah. Awards categories are:

Business of the Year--Small, Medium and Large

Ace Award--Individual or advocate (may be more than one award depending on nominations made that year)

Freedom Award--Hiring and retention of disabled veterans

ASAP Achievement Award--State agency with best utilization of the Alternative State Application Process

Provider of the Year--Going above and beyond what is expected in their regular work

Applications are accompanied by a narration on the individual or program nominated. This would include a description of the disability, type of rehabilitative and/or vocational training received, reason for selection, and related correspondence.

RETENTION:

Permanent. Retain for 4 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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after the year the nomination was submitted and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years or until

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17217

TITLE: Golden key and other awards

(continued)

administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This group of records depicts the struggles and achievement of the handicapped person in Utah. These records have research value and should be retained permanently.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 83124

3

TITLE: Golden key award photographic file

DATES: 1970-1992.

ARRANGEMENT: None.

DESCRIPTION:

This is a photographic record of handicapped citizens who were recognized for their outstanding and unusual achievements in the State of Utah. Awards are given in seven categories: Outstanding Handicapped Citizen; Employer; Recreator/Athlete; and Services Provider of the Year; Recreation/Sports Promotion; Legislative Action; and the Media/Public Awareness Awards.

RETENTION:

Permanent. Retain for 4 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: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These have historical value of the Governor's Committee.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 83124

TITLE: Golden key award photographic file

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13943

3

TITLE: Indexes and check lists

DATES: 1988-2020.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

Bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13961

1

TITLE: Inter-departmental transfer requests (DF61)

DATES: 1989-2019.

ARRANGEMENT: Chronological.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17221

3

TITLE: Job announcements

DATES: 1987-2020.

ARRANGEMENT: Chronological, thereunder alphabetically by entity or grouping.

DESCRIPTION:

This is a record of job openings from the state and private employment offices who are willing to hire the handicapped. This is a way private and state employment office's meets it's affirmative action plan requirements.

RETENTION:

Retain for 1 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month after position has been filled or until obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13957

3

TITLE: Journalism contest files

DATES: 1980-2020.

ARRANGEMENT: Numerical by year.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13959

3

TITLE: Ms. Wheelchair Utah and America

DATES: 1975-2020.

ARRANGEMENT: Alphabetical by category, thereunder numerical by year.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13959

TITLE: Ms. Wheelchair Utah and America

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13951

3

TITLE: Pending files

DATES: 1992-2013.

ARRANGEMENT: Numerical by date

DESCRIPTION:

Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13966

1

TITLE: Periodic budget reports

DATES: 1988-2019.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13967

3

TITLE: Personnel files for permanent employees

DATES: 1970-2003.

ARRANGEMENT: Alphabetical by surname, thereunder chronological.

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. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

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 copy: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then destroy.

APPRAISAL:

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

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13967

TITLE: Personnel files for permanent employees

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13962

1

TITLE: Petty cash records

DATES: 1990-2019.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

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

RETENTION:

Retain for 1 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 1 year 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 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13945

3

TITLE: Policy and procedures manual

DATES: 1988-2020.

ARRANGEMENT: Alphabetical by subject, thereunder chronological.

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13956

3

TITLE: Poster contest files

DATES: 1980-1992.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the administration and awarding of the National Journalism and National Poster programs in the state of Utah. The National Journalism and and National Poster programs were yearly contests for high school students, sponsored primarily by the President's Committee on Employment of People with Disabilities. In Utah, the state programs were sponsored by the Governor's Committee on Employment of People with Disabilities, and the Utah State AFL-CIO.

Records include scholarship requirements and guidelines; correspondence to schools, interested students, and scholarship winners; school address lists; photographs of awards ceremonies; newspaper clippings; and winning essay entries.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 4 years or until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13956

TITLE: Poster contest files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17219

3

TITLE: Program and policy files

DATES: 1950-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a record of programs, policies and procedures as they pertain to the Governor's Committee on Employment to the Handicapped. This series includes photographs and newspaper clippings of interstate conferences, program and award ceremonies, civil rights policies, new medical techniques, coalition group information, housing information, a historical trail of committee actions, developments, minutes, community impact, speeches, seminars, and information on various state and national societies related to the handicapped and handicapped services.

RETENTION:

Permanent. Retain for 3 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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records trace the history of the committee from its earliest existence to the present.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17219

TITLE: Program and policy files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13960

1

TITLE: Supply requisition files (DP1)

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by category, thereunder chronological by date.

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper copy: Retain in Office 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 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13946

1

TITLE: Technical reference files

DATES: 1988-2015.

ARRANGEMENT: Alphabetical by subject, title, or name

DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

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 until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13964

3

TITLE: Telephone bills

DATES: 1988-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13952

1

TITLE: Telephone message registers

DATES: 1988-2016.

ARRANGEMENT: Numerical by year

DESCRIPTION:

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

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17220

3

TITLE: Training and informational materials

DATES: 1985-2020.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

Training materials distributed to prospective employers, employer's conference, participants, organizations, and all other interested parties. Includes newsletters, films, slides, videos, posters, reports, brochures, correspondence, and billing and ordering records.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Only materials created by this agency have research value to the State and should be retained permanently.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 17220

TITLE: Training and informational materials

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13950

1

TITLE: Transitory files

DATES: 1989-2019.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Papers of short-term interest which have no documentary or evidential value. Includes transmittal correspondence, copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; and quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13958

3

TITLE: Women's ability conference files

DATES: 1985-2020.

ARRANGEMENT: Numerical by year.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

SERIES: 13949

3

TITLE: Word processing files

DATES: 1986-1992.

ARRANGEMENT: Alphanumerical by file number and name

DESCRIPTION:

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and is used to produce a hard copy which is then maintained in organized files.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until administrative need ends and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

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