

Retention and Classification Report

Agency: Department of Community and Culture. Office of Ethnic Affairs. Hispanic Affairs (472)
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Records Officer: _____

14810	*Hispanic Advisory Council Meeting minutes
14811	*Hispanic Affairs executive correspondence
14809	*Hispanic Affairs publications
14643	*Hispanic monthly reports

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Hispanic Affairs

SERIES: 14810

3

TITLE: Hispanic Advisory Council Meeting minutes

DATES: 1986-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and other related documents document the history of the Hispanic Advisory Council and its decisions or conclusions. Information includes the names of the persons present, dates of meetings, items considered, and decisions or conclusions reached.

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 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Hispanic Affairs

SERIES: 14811

1

TITLE: Hispanic Affairs executive correspondence

DATES: 1986-2013.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This correspondence of the director of the Office of Hispanic Affairs documents the executive activities of the office.

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 historical value(s).

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Hispanic Affairs

SERIES: 14809

3

TITLE: Hispanic Affairs publications

DATES: 1975-2013.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are newsletters published by the Office of Hispanic Affairs. They document the history of the office and its activities. Included are the following: Newsletters (1987-) and State of Hispanics in Utah (annual, 1986-).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Ethnic Affairs. Hispanic Affairs

SERIES: 14643

3

TITLE: Hispanic monthly reports

DATES: 1993-2013.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly reports are prepared by the Hispanic Affairs Office. They facilitate administrative oversight and provide historical documentation of the activities of the agency. Copies of this report go to the State Legislature and to the Division of Business and Economic Development Administration. Information includes summaries of staff activities and any projects underway in the agency, and the date of the report.

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 historical value(s).

This disposition is based on the historical value of this information.

PRIMARY DESIGNATION:

Public