

Retention and Classification Report

Agency: Governor's Office of Management and Budget. High Level Nuclear Waste Office
(501)
355 W. North Temple
3 Triad, 330
Salt Lake City, UT 84180-1203
801-538-1000

Records Officer: _____

06588	*Accounts payable invoices
06582	*Administrative correspondence
08589	*Administrative correspondence index
05344	*Administrative records
06583	*Agency newspaper clippings scrapbook
06590	*Clerical positions policies and procedures
06589	*Committee minutes
06591	*Department of Energy's critical documents reviews
09584	*Employment applications and resumes for non-hires
06586	*Grant contract files
08590	*Library materials inventory
25968	*Nuclear Waste Repository News
06587	*Office records inventory
06585	*Requests for federal publications and other books
06584	*State agencies and private institutions contract files
06592	*Travel management files

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6588

1

TITLE: Accounts payable invoices

DATES: i 1985-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the agency copies of invoices sent to the Office of Planning and Budget to issue warrant requests. They are kept for reference by this office. Included in this record series are bills, receipts, and invoices.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

This retention is based on the 1991 Utah General Retention Schedule, Schedule 1, Item 49.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6582

4

TITLE: Administrative correspondence

DATES: 1961.

ARRANGEMENT: Chronological

DESCRIPTION:

This correspondence documents the communications between the Office of High Level Nuclear Waste (HLNW), the Department of Energy (DOE), other states, and other state agencies. It is used for reference and management of the site characterization process. Included in this record series are memoranda, incoming and outgoing letters, reports, and form letters.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This information has research value because it documents the activities of this office. It should be retained permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 8589

3

TITLE: Administrative correspondence index

DATES: 1961-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a cross-reference log of incoming and outgoing correspondence and reports. This includes letter number, addressee, addressor, letter date, subject file number, and a brief abstract of the letter. An automated format is also maintained on Word Processing. This contains the title, author, organization, publication date, document number, an abstract, a subject classification, and subclassification. The automated listing covers all correspondence from 1961-1984. The other listing only covers correspondence from 1984 on.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to administrative correspondence file.

Computer data files: Retain in Office for 2 years and then printout and file with administrative.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 5344

3

TITLE: Administrative records

DATES: 1981-1986.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains correspondence, reports, memos, timesheets, travel records, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6583

3

TITLE: Agency newspaper clippings scrapbook

DATES: 1984-1988.

ARRANGEMENT: Alphanumerical by title and date

DESCRIPTION:

This scrapbook is used as a quick reference tool by the office staff to keep abreast of how and what the news media is telling the public about nuclear waste storage in Utah. Includes news releases, newspaper clippings from local and out-of-state newspapers such as the "Deseret News," the "San Juan Record," the "Christian Science Monitor," and the "New York Times."

RETENTION:

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These are valuable research records and should be preserved. Even though most of this information is kept elsewhere, the convenience it offers to researchers is worth the effort to keep it.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6583

TITLE: Agency newspaper clippings scrapbook

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6590

3

TITLE: Clerical positions policies and procedures

DATES: 1984-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These records provide guidance for employees in clerical positions performing their daily responsibilities. The policies are used in writing performance appraisals. The records include approved procedural and policy manuals.

RETENTION:

Permanent. Retain for 1 year(s) after 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 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).
This disposition is based on the 1991 Utah General Retention Schedule, Schedule 1, Item 23.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6589

3

TITLE: Committee minutes

DATES: 1981-1985.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the minutes of the High Level Nuclear Waste Committee meetings. This committee, which evolved from a task force, reviewed the findings of the Department of Energy regarding site characterizations of potential hazardous waste storage sites and made comments about those findings based on staff studies from each agency represented on the committee. Included in this record are the minutes and agenda of each meeting, date of meeting, and members present.

RETENTION:

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record series has administrative and historical values.
These are important evidential records for documenting the activities of the agency.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6589

TITLE: Committee minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6591

4

TITLE: Department of Energy's critical documents reviews

DATES: 1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These are comments from the State of Utah in response to the Department of Energy's findings regarding repository site selection requirements. The findings are compiled from work performed by people/firms contracted by the state. These are used for audits. Included in these records are reports and estimates from contractees; newsletters; and reports and supporting documentation sent to the Department of Energy from the state.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These files document the primary mission of the agency and need to be preserved as evidence of the activities of this agency.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 9584

1

TITLE: Employment applications and resumes for non-hires

DATES: 1985-1987.

ARRANGEMENT: Alphabetical by applicant surname

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Applications of those qualified persons who are listed on the register, but who are not hired.

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 destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6586

4

TITLE: Grant contract files

DATES: 1983-1988.

ARRANGEMENT: Alphanumerical by date and subject

DESCRIPTION:

The Office of High Level Nuclear Waste is fully funded by a federal grant administered by the Department of Energy. These files document all agreements made between the State of Utah and the Department of Energy regarding this program grant. These files include the state's initial grant proposal, quarterly technical reports, grant modification requests, subcontract requests and approvals, and copies of correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years after expiration of grant and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This appraisal is based on the 1986 General Retention Schedule, Schedule 3, Item 4.

PRIMARY DESIGNATION:

Public

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 8590

3

TITLE: Library materials inventory

DATES: 1984-1988.

ARRANGEMENT: Alphanumerical by subject, shelf location

DESCRIPTION:

These files are used to track the number of publications contained in the public documents library. Further, it is used as a finding aid for all publications whether federal, state, or corporate. This includes a shelf list, a catalog, and a monthly update of new additions to the library.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then destroy.

Computer data files: Retain in Office until no longer administratively valuable and then erase.

APPRAISAL:

These records have administrative value(s).

This is based on the retention in General Schedule 14, item 8 and Georgia's Retention Schedule 83-257, dated 1984.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 25968

3

TITLE: Nuclear Waste Repository News

DATES: 1984-1988.

ARRANGEMENT: Chronological by issue number.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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).

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: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6587

4

TITLE: Office records inventory

DATES: i 1986-1988.

ARRANGEMENT: Numerical by file number

DESCRIPTION:

This is used as a finding aid for the location by file drawer of all records maintained by this office. Included in this record is a table of contents; listing of file series numbers, drawer location and title of files, and a retention schedule.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based on the 1986 Utah General Retention Schedule 14, Item 8 and Georgia's Retention Schedule 83-257, dated 1984.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6585

4

TITLE: Requests for federal publications and other books

DATES: i 1984-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to document the purchase of publications for the public documents library as required by 10 CFR 62. The library has books pertaining to geographical surveys of Utah, the storage of high level nuclear waste, and other scientific documents.

Included in these records are written requests and documented phone calls which contain the name of the person making the phone call or writing the letter, the date, type of document requested, and the addressee or phone contact.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months after receipt of publication and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the 1986 Utah General Retention Schedule, Schedule 14, Item 3.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6584

4

TITLE: State agencies and private institutions contract files

DATES: 1988.

ARRANGEMENT: Alphabetical by contractee

DESCRIPTION:

These are active and expired contracts between the Office of High Level Nuclear Waste (HLNW) and state agencies or private institutions who participated with the state in high level nuclear waste site characterization. These records measure the performance of contractees and are used in audits. Included are contracts and correspondence between HLNW and state agencies, organizations, universities, and individuals who reviewed the Department of Energy's findings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contract and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
These records have an audit requirement but the legal requirement is 7 years as required by the 1986 General Retention Schedule, Schedule 3, Item 4.

AGENCY: Governor's Office of Management and Budget. High Level Nuclear Waste Office

SERIES: 6592

3

TITLE: Travel management files

DATES: 1985-1988.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These are records used as reference copies by the bureau supervisor and staff. This information is duplicated in the Office of Planning and Budget. Included in this record are memorandums, travel authorizations (DF 5's), and travel vouchers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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 03/2018.