Retention and Classification Report

Agency: Department of Culture and Community Engagement. Division of Indian Affairs (524)
250 N 1950 W
Salt Lake City, UT 84116
801-715-6702

Records Officer: _____

85251	Administrative records
06364	Correspondence
27687	Indian Burial Repository plans and specifications
27451	Policy and program correspondence
81335	Tribal information files
81334	Utah indian historical files
81333	Utah indian reference files

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 85251 3
TITLE: Administrative records
DATES: 1964-
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

This series contains newspaper clippings, financial records, population data, and reports.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series of administrative records documents the various programs and activities of the Indian Affairs office.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 6364 3
TITLE: Correspondence
DATES: 1971-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain until administrative need ends

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 State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

Correspondence documents policy decisions and various programs of the Indian office. Affairs office.

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 6364
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 27687 3
TITLE: Indian Burial Repository plans and specifications
DATES: 1994-
ARRANGEMENT:
DESCRIPTION:

This series contains architectural plans and specifications for an Indian Burial Repository to be constructed at Pioneer Trails State Park. The plans were prepared in July and August 1994 for the Department of Natural Resources by Eldredge and Nicholson Architects of Salt Lake City. These copies of the plans presumably came to the Office of Indian Affairs because the Office would have been involved in the planning of the repository and in the on-going placement of Native American remains in the repository. The plans include blue-line copies on 24" x 36" sheets as well as reduced black-line copies on 11" x 17" sheets. The specifications are on 8 1/2" x 11 " paper.

RETENTION:

Permanent. Retain until administrative need ends

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 adminstrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

This series has historical and administrative value as design and construction documentation of a state built and operated facility.

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 27687
TITLE: Indian Burial Repository plans and specifications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. may contain information related to security of state facilities

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 27451 3
TITLE: Policy and program correspondence
DATES: 1959-
ARRANGEMENT: Chronological.
DESCRIPTION:

Business related correspondence which provides unique information about agency functions, policies, procedures, and programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case and project files.

RETENTION:

Permanent. Retain for 15 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: For records beginning in 1959 and continuing to the present. Retain in Office for 5 years 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.

Computer data files: For records beginning in 2000 and continuing to the present. Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Disposition is based on the value of the records in documenting agency achievements, policies, procedures, and functions.

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 27451
TITLE: Policy and program correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(d) 2010

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 81335 3
TITLE: Tribal information files
DATES: 1970-
ARRANGEMENT: none
DESCRIPTION:

These files provide documentation indicating problems and proposed solutions for the Ute, Goshute, and Shoshonis tribes. These files include reports, proposed legislation, proposed solutions, and other materials relating to these tribes.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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.

APPRAISAL:

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

General Schedule 16 Item 13 designates a permanent retention for historical files and is applied to preserve the rich research value of detailed sources covering major issues affecting Utah's Indian tribes.

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 81334 3
TITLE: Utah indian historical files
DATES: 1970-
ARRANGEMENT: none
DESCRIPTION:

These files contain historical documentation depicting issues relating to problems of Utah's Indian tribes, and summaries of commissions and conferences. These files include materials and summaries from the American Indian Policy Review Commission and the Governor's Interstate Indian Council Conference, and reports and information relating to specific Indian issues.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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.

APPRAISAL:

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

General Schedule 16 Item 13 designates a permanent retention for historical files and is applied to preserve the rich research value of detailed sources covering major issues affecting Utah's Indian tribes.

AGENCY: Department of Culture and Community Engagement. Division of Indian Affairs

SERIES: 81333 3
TITLE: Utah indian reference files
DATES: 1970-
ARRANGEMENT: none
DESCRIPTION:

These files provide working documentation of Indian problems, proposed solutions, and information used in devising programs and tracking historical issues of Utah's Indian tribes. These files include proposals relating to the MX missile installation, drafts and completed articles on Indian issues such as health, education, water rights, civil rights, and other concerns and issues of Utah's Indian tribes.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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.

APPRAISAL:

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

General Schedule 16 Item 13 designates a permanent retention for historical files and is applied to preserve the rich research value of detailed sources covering major issues affecting Utah's Indian tribes.