

Retention and Classification Report

Agency: Department of Culture and Community Engagement. Division of Indian Affairs
(524)
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Salt Lake City, UT 84116
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Records Officer: _____

85251	Administrative records
06736	*Annual reports
06737	*Board of Indian Affairs minutes
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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: 6736

4

TITLE: Annual reports

DATES: i 1963-1981.

ARRANGEMENT: Chronological

DESCRIPTION:

These are annual reports which document the expenditures, audits, activities, and accomplishments of the Office of Indian Affairs and related offices such as the Utah Navajo Development Council (UNDC), Utah Navajo Industries (UNI), Henry Hillison and Company, and the Utah Division of Indian Affairs (UDIA) for the years 1963 through 1981. Data elements include names, addresses, trust funds received and allocated, and recipients of trust monies. Archives holdings: Division of Indian Affairs, 1975; Utah Navajo Development Council, 1976.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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.

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

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

APPRAISAL:

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

These records have administrative and historical values.

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

SERIES: 6736

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 6737

4

TITLE: Board of Indian Affairs minutes

DATES: i 1959-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the Board of Indian Affairs which document the actions contemplated and taken by the Board concerning educational, economic, cultural, and social development programs.

Included in these records are board meeting attendance records, agenda, funding approved, and actions to be taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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).

PRIMARY DESIGNATION:

Public

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

SERIES: 6740

4

TITLE: Board of Indian Affairs resolution logbooks

DATES: i 1969-1983.

ARRANGEMENT: Chronological

DESCRIPTION:

These are logbooks which document resolutions made by the Board of Indian Affairs concerning actions to be taken, loans to be granted, and funds to be dedicated. The logbooks also contain notes regarding the disposition of the resolution. Included in this series are the resolution and number, date, names, fund amount approved, and descriptions of 'disposition of resolutions'.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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).
This record series has administrative and historical values.

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

SERIES: 6740

TITLE: Board of Indian Affairs resolution logbooks

(continued)

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 administrative 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: 6739

3

TITLE: Scrapbooks

DATES: i 1969-1978.

ARRANGEMENT: Chronological

DESCRIPTION:

These are scrapbooks containing newspaper articles and other documentation that form a history of Utah's Indian population and provide supplementary background information for decision-making by the Board of Indian Affairs.
Included in these records are newspaper articles, press releases, names, dates, and accounts of events.

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: 03/1987

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).
This disposition is based on the administrative and historical value of scrapbooks.

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

SERIES: 6739

TITLE: Scrapbooks

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 6741

4

TITLE: Students checkbook ledger

DATES: i 1963-1965.

ARRANGEMENT: Chronological

DESCRIPTION:

This record series is a checkbook log which documents the disbursement of funds to students and educational institutions, and the purchase or rental of items associated with the educational program funded by the Office of Indian Affairs. This record includes the names and addresses of students, educational institutions, purchased or rented items, amounts expended, dates, and check numbers.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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).

PRIMARY DESIGNATION:

Public

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.

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

SERIES: 6738

4

TITLE: Utah Navajo Development Council (UNDC) and Utah Navajo Industries (UNI) fiscal information records

DATES: i 1975-1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These are bound records which document Utah Navajo Development Council and Utah Navajo Industries trust fund transactions.

Included in these records are requests for funds, and requests for authorization of billing and payment for projects such as construction and excavation. The files provide budget information, as well. Also included are original copies of correspondence addressing financial requests and transactions, copies of agreement contracts, and budget documentation. Data elements include names, addresses, monies allocated, dates, and account numbers. These are bound records which document Utah Navajo Development Council and Utah Navajo Industries trust fund transactions.

Included in these records are requests for funds, and requests for authorization of billing and payment for projects such as construction and excavation. The files provide budget information, as well. Also included are original copies of correspondence addressing financial requests and transactions, copies of agreement contracts, and budget documentation. Data elements include names, addresses, monies allocated, dates, and account numbers.

RETENTION:

Permanent. Retain for 10 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 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and

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

SERIES: 6738

TITLE: Utah Navajo Development Council (UNDC) and Utah Navajo Industries (UNI) fiscal information records

(continued)

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 administrative and historical value of these records.

PRIMARY DESIGNATION:

Public

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

SERIES: 6735

4

TITLE: Vouchers and receipts financial files

DATES: i 1964-1977.

ARRANGEMENT: Chronological

DESCRIPTION:

These are bound volumes of vouchers, receipts, and other financial documentation of the Indian Affairs Trust money dedicated to expenditures approved by the Board of Indian Affairs. These files include warrant requests, receipts, and disbursements; the sources of the funds; the names of recipients of the funds; and the approval of the board.

RETENTION:

Permanent. Retain for 8 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 5 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). A permanent retention is recommended for each series created in the Office of Indian Affairs because of their rich research value. The financial records provide clear, easily accessible overviews of the process of fund transferring and expending in behalf of Utah's Indian tribes for specific time periods. The dollar amounts range into the hundreds of thousands of dollars and they indicate real property purchases and the development of programs, as well. These records are bound in volumes.

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

SERIES: 6735

TITLE: Vouchers and receipts financial files

(continued)

PRIMARY DESIGNATION:

Public