

Retention and Classification Report

Agency: Governor's Office. Office of Local Affairs (574)

6233 State Office Building
Salt Lake City, UT 84114
801-538-3366

Records Officer: _____

02646	*Administrative records
03097	*Community action grant records
03030	*Community action program records
02124	*Community affairs records
03036	*Correspondence
03034	*Executive order
03053	*Film catalogs
03035	*Personnel records
03055	*Procedures
03104	*Publications

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 2646

3

TITLE: Administrative records

DATES: 1964-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3097

3

TITLE: Community action grant records

DATES: 1969-1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3030

3

TITLE: Community action program records

DATES: 1965-1970.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains applications, workbooks, reports, correspondence, and newspaper clippings pertaining to community action programs.

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 2124

3

TITLE: Community affairs records

DATES: 1968-1971.

ARRANGEMENT: By subject.

DESCRIPTION:

This series contains correspondence, reports, publications, and other materials related to counties, municipalities, the Head Start Coordinating Council, and the Community Action program.

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3036

3

TITLE: Correspondence

DATES: 1966-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3034

1

TITLE: Executive order

DATES: 1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 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 State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3053

3

TITLE: Film catalogs

DATES: 1969-1970.

ARRANGEMENT: alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3035

3

TITLE: Personnel records

DATES: 1965-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
The series is being linked to the general schedule.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3035

TITLE: Personnel records

(continued)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3055

1

TITLE: Procedures

DATES: 1971.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 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 State Archives permanently with authority to weed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Governor's Office. Office of Local Affairs

SERIES: 3104

3

TITLE: Publications

DATES: 1965-1969.

ARRANGEMENT: Alphanumerical.

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:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.