Retention and Classification Report

Agency: Legislative Assembly (582)

W210 State Capitol Complex
Salt Lake City, UT 84114

Records Officer: _____

00246	*Account book
02283	*Administrative records
05100	*Agency appropriation requests
00458	*Committee records
26789	Directories
19544	*Directory and rules
30437	*House Special Investigative Committee John Swallow investiga
30409	*House Special Investigative Committee John Swallow investiga
30436	*House Special Investigative Committee John Swallow investiga
12399	*Individuals' legislative bill copies
12788	*Investigatory committee minute book
03145	*Journals
03515	*Judicial system study records
83155	Laws of Utah
31542	Legislative Management Committee records
03295	*Legislative subject files
03298	*Little Hoover Commission administrative records
03296	*Minutes
03297	*Newspaper clippings
04072	Photographs
00427	Publications
22123	Questions and Answers pamphlets
28185	*Recodification task force
04583	*Resolutions and memorial record books
03156	Rosters
26788	Rules
17786	*Scrapbooks
04073	*Slides
03538	*State agency survey reports
03182	*Tax committee's records
05618	*Taxation committee reports
03150	*Territorial legislative records

AGENCY: Legislature

SERIES: 246 3
TITLE: Account book
DATES: 1852-1869.
ARRANGEMENT: Chronological by term.
DESCRIPTION:

This volume records the expenditures of the earliest legislatures including per diem expenses to individual legislators; clerical expenses; services (eg. cleaning); and other incidentals (eg. soap, candles).

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 fiscal, and/or historical value(s).

This volume records data on the activities of the territorial legislatures.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Legislature

SERIES: 2283 1
TITLE: Administrative records
DATES: 1896-1979.
ARRANGEMENT: Chronological.
DESCRIPTION:

Communications, constituent correspondence, reports, research materials, speeches, and other records of the legislature and its members. Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

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.

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 historical value(s).

Disposition based on the value of these records in documenting the Legislature's achievements, decisions, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 5100 3
TITLE: Agency appropriation requests
DATES: 1963-1965.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical, and/or legal value(s).

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 458 3
TITLE: Committee records
DATES: 1923; 1940-1979.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Agenda, minutes, correspondence, reports, and other records of the various committees. Includes records of joint committees and subcommittees; may also include records of individual chamber standing committees, interim committees, and Legislative Research committees or task forces. Includes appropriations, education, higher education, legislative operations (legislative offices building issues), public safety and transportation, etc. Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical value(s).

Disposition based on the value of these records in documenting committee achievements, actions, meetings, procedures, and function.

AGENCY: Legislature

SERIES: 458
TITLE: Committee records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 26789 3
TITLE: Directories
DATES: 1999-
ARRANGEMENT: Chronological by date published
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

Provides valuable historical information about members of the Legislature and in what capacity they served.

AGENCY: Legislature

SERIES: 26789
TITLE: Directories

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 19544 3
TITLE: Directory and rules
DATES: 1923-1987.
ARRANGEMENT: Chronological by session year.
DESCRIPTION:

This series contains publications with information pertaining to state officials, House and Senate rosters, committees, House and Senate rules and rules index.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 30437 3
TITLE: House Special Investigative Committee John Swallow investigation non-public records
DATES: 2013-2014.
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

The House Special Investigative Committee was established in 2013 by the Utah House of Representatives to investigate and report on allegations of misconduct by John E. Swallow, Utah's Attorney General. The Committee, with the assistance of Special Counsel and an investigative staff, conducted approximately 165 witness interviews and reviewed and analyzed tens of thousands of pages of documents over the course of its investigation. This record series contains non-public records created and compiled throughout the investigation, and referred to appropriate law enforcement and professional licensing authorities for their review at its conclusion. Information may include attorney-client correspondence, witness interviews, contact information of individuals interviewed, communication between legislators, detailed billing statements from attorneys, and related records.

RETENTION:

Permanent. Retain for 7 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

AGENCY: Legislature

SERIES: 30437
TITLE: House Special Investigative Committee John Swallow investigation non-public records

(continued)

APPRAISAL:

These records have historical value(s).

These records are historical because they provide evidence of our government's conduct regarding political relations, and of the significant effects of governmental programs and actions on individuals and communities.

PRIMARY DESIGNATION:

Protected — Utah Code 63G-2-305(17),(18),(19),(20),(23),(25) and (51) (2022)

SECONDARY DESIGNATION(S):

Private. — Utah Code 63G-2-302(2)(a),(b) and (d) (2022)
Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: Legislature

SERIES: 30409 3
TITLE: House Special Investigative Committee John Swallow investigation public records
DATES: 2013-2014.
ARRANGEMENT:
DESCRIPTION:

The House Special Investigative Committee was established in 2013 by the Utah House of Representatives to investigate and report on allegations of misconduct by John E. Swallow, Utah's Attorney General. The Committee, with the assistance of Special Counsel and an investigative staff, conducted approximately 165 witness interviews and reviewed and analyzed tens of thousands of pages of documents over the course of its investigation. This record series contains public records created and compiled throughout the investigation, and referred to appropriate law enforcement and professional licensing authorities for their review at its conclusion. Information may include the final report, subpoenas, newspaper articles, investigative expenditures, public handouts, and related records.

RETENTION:

Permanent. Retain for 7 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

AGENCY: Legislature

SERIES: 30409
TITLE: House Special Investigative Committee John Swallow investigation public records

(continued)

APPRAISAL:

These records have historical value(s).

These records are historical because they provide evidence of our government's conduct regarding political relations, and of the significant effects of governmental programs and actions on individuals and communities.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: Legislature

SERIES: 30436 3
TITLE: House Special Investigative Committee John Swallow investigation records
DATES: 2013-2014.
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

The House Special Investigative Committee was established in 2013 by the Utah House of Representatives to investigate and report on allegations of misconduct by John E. Swallow, Utah's Attorney General. The Committee, with the assistance of Special Counsel and an investigative staff, conducted approximately 165 witness interviews and reviewed and analyzed tens of thousands of pages of documents over the course of its investigation. This record series contains public and non-public records (as classified by John Fellows). These records were created and compiled throughout the investigation, and were provided to appropriate law enforcement and professional licensing authorities for their review at its conclusion. Information may include internal memos, John Swallow's calendar and travel details, tangential background documentation, recorded telephone calls, recording and transcription of Swallow's deposition, and related records.

RETENTION:

Permanent. Retain for 7 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investigation records, GRS-1733.

AUTHORIZED: 03-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years after case is closed and then transfer to State Archives with authority to weed.

AGENCY: Legislature

SERIES: 30436
TITLE: House Special Investigative Committee John Swallow investigation records

(continued)

APPRAISAL:

These records have historical value(s).

These records are historical because they provide evidence of our government's conduct regarding political relations, and of the significant effects of governmental programs and actions on individuals and communities.

PRIMARY DESIGNATION:

Private	Utah Code 63G-2-302(2)(a),(b) and (d) (2022)

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(17),(18),(19),(20),(23),(25) and (51) (2022)
Public.	Utah Code 63G-2-201(2) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: Legislature

SERIES: 12399 3
TITLE: Individuals' legislative bill copies
DATES: 1925-1971.
ARRANGEMENT: Chronological by session.
DESCRIPTION:

These are personal copies, with notations, of legislative bills. They may have belonged to senators, representatives, clerks, or even individuals not associated with the legislature. In many cases, notations are not extensive enough to tell whose copies these are; in others the legislator is identified.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm duplicate: 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 legislative intent for various bills.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 12788 3
TITLE: Investigatory committee minute book
DATES: 1899.
ARRANGEMENT: Chronological.
DESCRIPTION:

This book records the minutes of a joint house and senate committee formed to investigate charges against one of the candidates for the U.S. Senate.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the investigation and has high research value to historians.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Legislature

SERIES: 3145 4
TITLE: Journals
DATES: i 1851-1880.
ARRANGEMENT: Chronological by session and year.
DESCRIPTION:

These journals contain the published minutes of the Legislative Assembly. They include the minutes of both the House of Representatives and the Council (Senate) as well as joint session minutes. After 1880, the journals were published as two separate series, one for the Senate and the other for the House.
Both houses followed a similar standard order of business. Legislating via bills and resolutions is the most frequent. The title of the bill is recorded as well as its status: at which reading it is, whether it passed, committee referrals, amendments and rewrites motioned, etc. Individuals motioning for actions are recorded, but names on final votes are not. Contents of the bills are not recorded.
The appointment and election of Utah government officials is a subject of the journal.
Committee reports cover a wide spectrum of business. Reports of territorial agencies, such as the Deseret Agricultural and Manufacturing Society, Office of the Superintendent of Public Instruction, University of Deseret, Treasurer and Auditor's Office are regularly read into the minutes. Various communications, including petitions and county financial reports, may also be included.
Messages from the opposing chamber are recorded in full. Messages from the Territorial Secretary or the Governor on the passage, veto, or objections to bills are also recorded. Annual messages of the Governor to the joint session are printed in full.
Memorial tributes are rare but long, notably one in 1878 following the death of Brigham Young the previous year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

AGENCY: Legislature

SERIES: 3145
TITLE: Journals

(continued)

APPRAISAL:

These records have historical value(s).

These are the official records of the territorial legislature. They provide one of the most detailed records of that agency's actions.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3515 3

TITLE: Judicial system study records

DATES: 1966.

ARRANGEMENT: none

DESCRIPTION:

Results and data for a study on judicial system administration as authorized by HB 14 of the 1966 First Special Session. In 1967, the Legislature enacted legislation changing aspects of court administration (Laws of Utah, 1967 ch. 222) presumably based in part on this study.

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 the court administration's policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 83155 4
TITLE: Laws of Utah
DATES: i 1851-
ARRANGEMENT: Chronological by year of publication.
DESCRIPTION:

These volumes publish the laws passed in each respective legislative session. Volumes were created after each regular and special session of the state legislature or the territorial assembly. Until 1972 these laws were not considered binding until publication. Laws were passed in three types of sessions: regular legislative session records; special sessions which resolve immediate concerns before the next regular session; and budget session records (1968-1985). A listing of individual members of the legislature and their districts has been included since statehood, but recent volumes include more details about them such as party affiliation and committee assignments. Listings of major state administrative and judicial officials began in 1901. 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) 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 copy: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

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

AGENCY: Legislature

SERIES: 83155
TITLE: Laws of Utah

(continued)

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

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

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The production of this series has its origin in this requirement- Acts, Resolutions, and Memorials for the Territory of Utah 1851, page 213-214. Laws are indefinitely relevant.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 31542 3
TITLE: Legislative Management Committee records
DATES: 1975-
ARRANGEMENT: Chronological
DESCRIPTION:

The Legislative Management Committee consists of members of the House Management Committee and members of the Senate Management Committee (Utah Code 36-12-6(2)). It is a permanent committee to coordinate between the House of Representatives and the Senate. It was established in 1975 in Laws of Utah, Chapter 109, Section 6. This series contains administrative records such as policies and procedures for committee operations.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Legislature

SERIES: 31542
TITLE: Legislative Management Committee records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3295 3

TITLE: Legislative subject files

DATES: 1955-1979.

ARRANGEMENT: Chronological by year or groups of years, thereunder alphabetical by topic.

DESCRIPTION:

Topical files created by the legislature or individual legislators to help understand and vote on critical pieces of legislation. Topics include education, energy, mobile homes, taxation, unemployment, etc. Documents include correspondence, reports, press releases, etc. Only parts of these files have survived. 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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical value(s).

These files provided historical background on major legislative topics of the day.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3298 3

TITLE: Little Hoover Commission administrative records

DATES: 1965-1966.

ARRANGEMENT: Alphabetical by subject, thereunder chronological by date.

DESCRIPTION:

This series includes administrative reports from the Little Hoover Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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.

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

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

APPRAISAL:

These records have historical value(s).

The records in this series document the history and function of the Little Hoover Commission. These records have both administrative value in tracking important changes in state government, as well as historical value for researchers interested in documenting important changes in government organization over time.

AGENCY: Legislature

SERIES: 3298
TITLE: Little Hoover Commission administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3296 3

TITLE: Minutes

DATES: 1977.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Local government commission surveys and reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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, historical, and/or legal value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3297 1
TITLE: Newspaper clippings
DATES: 1971-1976.
ARRANGEMENT: none
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These are random clippings pertaining to the legislature. A researcher would be advised to read the papers of the period for a more organized presentation of legislative activities.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 4072 3
TITLE: Photographs
DATES: 1896-
ARRANGEMENT: Generally chronological by creation date.
DESCRIPTION:

Includes picture of Senate 32nd Session, 1957; also proof prints from Eckers Photography to Sen. Barlow, 1967. Various undated and unidentified pictures of individuals and the House and Senate chambers.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Photographs and negatives document this history of the Legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 427 3
TITLE: Publications
DATES: 1896-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legislation, fiscal and financial operations, legislature, legislators, house, senate, and all other activities of the Legislature. This series consists primarily of isolated publications not part of a more specific series.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in State Archives permanently 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.

AGENCY: Legislature

SERIES: 427
TITLE: Publications

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Legislature

SERIES: 22123 3
TITLE: Questions and Answers pamphlets
DATES: ca. 1970-
ARRANGEMENT:
DESCRIPTION:

These pamphlets give answers to frequently asked questions about the Legislature, Senate and House of Representatives; laws; bills; organization charts; and Senate and House of Representatives district boundaries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical value(s).

These pamphlets document the functions of the state legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 28185 3
TITLE: Recodification task force
DATES: 1983.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

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 is based on the historic value of these records in helping illuminate organization of the Utah Code, as well as the intent behind decisions made during its recodification.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 4583 3
TITLE: Resolutions and memorial record books
DATES: 1894.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

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).

PRIMARY DESIGNATION:
Public

AGENCY: Legislature

SERIES: 3156 3

TITLE: Rosters

DATES: 1929-

ARRANGEMENT: Chronological.

DESCRIPTION:

These rosters contain a listing of senators and representatives with information pertaining to political party, district, counties represented, address and telephone numbers.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical value(s).

This disposition is based on the historical and research value of these rosters to document the members and organizational structure of the Legislature.

AGENCY: Legislature

SERIES: 3156
TITLE: Rosters

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 26788 3
TITLE: Rules
DATES: 1989-
ARRANGEMENT: Chronological by date published
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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).

Beyond the administrative value for the current session, these provide historical material concerning the workings of the Legislature.

AGENCY: Legislature

SERIES: 26788
TITLE: Rules

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 17786 3
TITLE: Scrapbooks
DATES: 1969-1975.
ARRANGEMENT:
DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

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 State Archives permanently.

APPRAISAL:

These records have historical value(s).

The scrapbooks in this series document the history and function of state agencies. These records contain information of value to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 4073 3
TITLE: Slides
DATES: ca. 1970-1975.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These are slides taken of legislators and the capitol interior in the early 1970s. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

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:

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

APPRAISAL:

These records have historical value(s).

Transparencies document the history of the Legislature.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3538 3

TITLE: State agency survey reports

DATES: 1959-1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Copies of reports submitted from state agencies in response to a survey request from the State Services and Finance Standing Committee of the Legislative Council. The reports discuss agency organization, purpose, and finances.

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 reports in providing a snapshot of agency achievements, policies, procedures, programs, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 3182 3

TITLE: Tax committee's records

DATES: 1953-1954.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

The 1953 Legislature in a joint resolution SJR 26 assigned a study of taxation in relationship to school revenues to the Legislative Council. Governor J. Bracken Lee also requested the Tax Commission to conduct a survey of Utah's tax structure as part of a study of school finance problems. An agreement was reached 31 August 1953 for a cooperative tax study. These are the background records, correspondence, memoranda and other records of that study.

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 the committee's research, decisions, issues, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 5618 3
TITLE: Taxation committee reports
DATES: 1946-1970.
ARRANGEMENT: Chronological
DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

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.

PRIMARY DESIGNATION:
Public

AGENCY: Legislature

SERIES: 3150 4
TITLE: Territorial legislative records
DATES: 1851-1894.
ARRANGEMENT:
DESCRIPTION:

Utah became a territory in 1851 and the Territorial Legislative Assembly first met on September 22, 1851. The Territorial Assembly was responsible for creating laws to govern the territory. These records contain the acts, bills, resolutions, memorials, and petitions of the first through thirty-first sessions (to statehood) of the Assembly. This series also contains reports, e.g. the Superintendent of Public Schools, University of Deseret; financial claims; and correspondence concerning the duties and actions of the Assembly. Within these documents charters of cities, divorce and marriage laws, laws regulating the physical construction of the state, legislation creating local governments, and numerous other laws setting the framework of life in Utah Territory can be found. The debate on polygamy can be witnessed through the bills and Governors' messages. Unfortunately, not all of the Governors' messages are contained in this series; for a more complete set see series 3145, JOURNALS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

Microfilm duplicate: Retain in State Archives permanently 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.

AGENCY: Legislature

SERIES: 3150
TITLE: Territorial legislative records

(continued)

APPRAISAL:

These records have historical value(s).

This series portrays the legal construction of the Utah Territory.

PRIMARY DESIGNATION:

Public

AGENCY: Legislature

SERIES: 1052 4
TITLE: Utah code unannotated
DATES: i 1982-
ARRANGEMENT: Chronological, thereunder numerical by volume. Entries are by title number.
DESCRIPTION:

The Utah Code Unannotated was issued to meet "the need for the entire Utah Code to be readily available and compact enough to fit in a briefcase." It is printed by a private company.
This series contains a copy of the current law for any given year. Entries are organized into numbered titles, chapters and sections. No historical or legal annotations are included. A set of three or four volumes is issued annually or biennially.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 2017. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

Paper: For records beginning in 2018 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Legislature

SERIES: 1052
TITLE: Utah code unannotated

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public