

## Retention and Classification Report

**Agency:** Legislature. House of Representatives (596)

350 North State Street, Suite #350  
PO Box 145030  
Salt Lake City, UT 84114-5030  
801-538-1029

**Records Officer:** \_\_\_\_\_

27054	Conflict of interest forms
23020	Floor debate recordings
00456	Journals
27055	Photographs
23013	Standing committee audio recordings
03159	Standing committee minutes
19597	Utah House of Representatives pamphlets
19012	Voting records
00432	Working bills
27016	Working papers

**AGENCY:** Legislature. House of Representatives

**SERIES:** 27054

1

**TITLE:** Conflict of interest forms

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This series contains forms used by members of the House to declare any outside employment or activity that may or may not present a conflict of interest.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**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Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 23020

3

**TITLE:** Floor debate recordings

**DATES:** 1957-

**ARRANGEMENT:** Chronological by date and session

**DESCRIPTION:**

This series consists of the audio recordings of the House floor debates. Topics discussed include: proposed legislation, votes on legislation, testimony or comments on legislation, resolutions, etc.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Audio cassettes: For records beginning in 1990 and continuing to the present. Retain in Office for 3 years or until converted to the approved permanent format and then transfer to State Archives with authority to weed.

Audograph discs: For records beginning in 1957 through 1989. Retain in Office until converted to CD-ROM and then transfer to State Archives with authority to weed.

Compact disc: For records beginning in 1957 through 1989. Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Legislature. House of Representatives

**SERIES:** 23020

**TITLE:** Floor debate recordings

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 456

4

**TITLE:** Journals

**DATES:** i 1882-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These journals serve as a record of the action of the legislature during session. They constitute the published minutes of the State House of Representatives from the territorial period to the present. House and Senate journals were kept beginning with the creation of the territory in 1851, but were kept separately after 1882. Minutes from joint sessions are recorded after 1890; before that, they were recorded only in the Senate minutes.

Daily entries cover a standard order of business. Place, date, roll, and prayer are noted before proceeding with business. Membership rolls are included. Citizens' petitions for various actions; monetary claims; and communications from agencies, groups, or individuals are recorded. Committee reports recommending passage or rejection of particular legislation are provided. The process of enacting legislation via bills and resolutions is the most frequent business recorded. Other agency reports, memorials, invitations, etc. may also be entered in the record during particular periods.

**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 2018. 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.

**AGENCY:** Legislature. House of Representatives

**SERIES:** 456

**TITLE:** Journals

(continued)

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.

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

**APPRAISAL:**

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

These journals are the official record of the House's activities and provide historical documentation of its actions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Legislature. House of Representatives

**SERIES:** 27055

3

**TITLE:** Photographs

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains photographs which document the history of the Utah House of Representatives. Includes scrapbooks, individual photographs of Representatives, and other photographic documentation of events and activities sponsored by House members and staff.

**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:**

Photographs: Retain in Office until administrative needs end and then transfer to State Archives.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 23013

3

**TITLE:** Standing committee audio recordings

**DATES:** 1994-

**ARRANGEMENT:** Chronological, thereunder alphabetical by committee.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the audio recordings of the House standing committee meetings. The recordings are used to generate the written committee minutes. Meetings are opened and adjourned according to procedure.

**RETENTION:**

Permanent. Retain for 3 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:** 11/2001

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 3 years or until copied to CD Rom and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on historical and research value the audio recordings have in documenting the discussions and actions taken by the House standing committees.



**AGENCY:** Legislature. House of Representatives

**SERIES:** 23013

**TITLE:** Standing committee audio recordings

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 3159

3

**TITLE:** Standing committee minutes

**DATES:** 1967-

**ARRANGEMENT:** Chronological, thereunder alphabetical by committee.

**DESCRIPTION:**

These are the minutes of House standing committees discussing proposed and final legislation. Information includes agendas, meeting minutes, final reports, and related records.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the 1999 Legislative Records Retention Schedule approved by the Legislative Management.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 19597

3

**TITLE:** Utah House of Representatives pamphlets

**DATES:** 1971-

**ARRANGEMENT:**

**DESCRIPTION:**

"The Utah House of Representatives" is a pamphlet produced at the beginning of the session giving an introduction to the House, its history, procedures, and current roster.

**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 historical value(s).

Publications document history and agency functions. Publications have ongoing research value.

**AGENCY:** Legislature. House of Representatives

**SERIES:** 19597

**TITLE:** Utah House of Representatives pamphlets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 19012

3

**TITLE:** Voting records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by last name of representative, thereunder chronological by session, thereunder numerical by bill number

**DESCRIPTION:**

This series provides a record of legislative votes of individual House members no longer in office. The records contain the name of the Legislator, the date, the bill number, bill title, and the recorded vote (aye, nay, or absent). Some also include the name of the sponsor of the bill.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Legislature.

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records document the voting patterns of the Legislature and have enduring research value for the Legislature and the public. This disposition was based on administrative needs expressed by the office.

**AGENCY:** Legislature. House of Representatives

**SERIES:** 19012

**TITLE:** Voting records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. House of Representatives

**SERIES:** 432

4

**TITLE:** Working bills

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by legislative session, thereunder alphanumeric by bill type and number.

**DESCRIPTION:**

This series documents the legislative process in the House of Representatives. The series contains the working copies of House bills, claims (through 1915), petitions (until 1921), memorials, fiscal reports of state agencies (1897 only), and resolutions. The working copy includes the bill as introduced and any amendments made to it; the bill's progress through committees and votes is logged at the end of the bill. The final official version of the bill is not part of this series unless it was vetoed by the Governor, returned to the Legislature while still in session, and the Legislature failed to override the veto. Bill, in the broad sense, refers to bills, resolutions, memorials, etc. In the narrow sense they are those documents a member of the Legislature desires to have made into a Utah law. Claims to the state were for money due an individual or group. Memorials are pleadings for federal action, usually made to the U. S. Congress. Resolutions are position statements which do not have the weight of law. Petitions were initiated by citizens desiring the introduction of particular legislation.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative needs end and then transfer to State Archives 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.

**AGENCY:** Legislature. House of Representatives

**SERIES:** 432

**TITLE:** Working bills

(continued)

Digital image 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.

**APPRAISAL:**

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

This disposition is based on the historical documentation provided for the passage (or rejection) of Utah laws.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.



**AGENCY:** Legislature. House of Representatives

**SERIES:** 27016

3

**TITLE:** Working papers

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This series contains working papers created by members of the House of Representatives. Records contain subject files compiled during the legislative process. Files may include information on proposed policies, budgets, and special funding. Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.

**RETENTION:**

Permanent. Retain for 6 month(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Legislature. House of Representatives

**SERIES:** 27016

**TITLE:** Working papers

(continued)

**PRIMARY DESIGNATION:**

Public