

Retention and Classification Report

Agency: Lieutenant Governor (603)

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Records Officer: _____

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AGENCY: Lieutenant Governor

SERIES: 321

3

TITLE: Administrative records

DATES: 1931-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes employee evaluations, referenda petitions, election returns, extension cords, and chair wheels. Also includes budget correspondence, conference speeches, and committee records (1982-1984).

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 administrative, and/or historical value(s).
These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. May include some private employee evaluations.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Lieutenant Governor

SERIES: 480

3

TITLE: Annual reports

DATES: 1896-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports describe the activities for the preceding year for this office. The reports contain information pertaining to official acts and expenditures. Beginning in 1915, the Secretary of State was also the Secretary of the State Board of Examiners, State Board of Loan Commissioners and State Board of Canvassers and a brief report of these Boards is also included.

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 and then microfilm.

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 value of these records in documenting the activities, achievements, programs and policies of the Lieutenant Governor's office.

AGENCY: Lieutenant Governor

SERIES: 480

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Lieutenant Governor

SERIES: 30035

3

TITLE: Artifacts given to the lieutenant governor

DATES: 2009-

ARRANGEMENT: None.

DESCRIPTION:

These artifacts are gifts and memorabilia given to the lieutenant governor in his or her official capacity, usually in recognition of public service or in commemoration of an event. Included are objects of significant monetary or historical value, such as plaques, figurines or statues, decorative plates and items associated with special events. Not included are memorabilia of a transient nature such as ball caps, t-shirts, and perishable items.

RETENTION:

Permanent. Retain for 4 year(s) or until administrative value has been met

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in Office for 4 years or until end of lieutenant governor's administration and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These artifacts are historical because they provide evidence of our government's conduct of political and/or interstate relations, and because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Lieutenant Governor

SERIES: 30035

TITLE: Artifacts given to the lieutenant governor

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Lieutenant Governor

SERIES: 20220

4

TITLE: City and town information files (incorporation papers)

DATES: 1888-

ARRANGEMENT: Alphabetical by city or town.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records contain informational documents about Utah's cities and towns. Some of the information the records may include are: articles of incorporation of cities, documents of annexations made by the municipalities and, in some cases such as Soldier Summit, dissolution of incorporated cities or towns. The records also contain plat maps of the incorporated areas.

RETENTION:

Permanent. Retain until administrative need ends

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 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.

Microfilm duplicate: Retain in Office until administrative needs end and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as they document the process used to incorporate or dissolve cities and towns within the State of Utah.

AGENCY: Lieutenant Governor

SERIES: 20220

TITLE: City and town information files (incorporation papers)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 15112

3

TITLE: Commissions and boards regulations

DATES: 1939-

ARRANGEMENT: Chronological, thereunder alphabetical committee, board, or department name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains regulations filed with the Lieutenant Governor's office concerning policy and rules regarding governor appointed commissions, boards, and governmental agencies. Information includes regulations and various types of documenting correspondence, and code citations.

RETENTION:

Permanent. Retain for 5 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: 01/1996

FORMAT MANAGEMENT:

Paper: Retain in Office 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 historical value(s).

This disposition is based on the historical value of information concerning commissions, boards, and department regulations and rules.

AGENCY: Lieutenant Governor

SERIES: 15112

TITLE: Commissions and boards regulations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 315

4

TITLE: Correspondence

DATES: 1896-

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Correspondence documents the administration or management of the Lieutenant Governor's, office organization, its policies, procedures and achievements. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain for 5 year(s) after separation

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.

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

AGENCY: Lieutenant Governor

SERIES: 315

TITLE: Correspondence

(continued)

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2018.

AGENCY: Lieutenant Governor

SERIES: 22842

3

TITLE: County clerk correspondence

DATES: 1986-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the relationship between the Lieutenant Governor's Office and the counties which stem from their mutual responsibilities concerning elections. The relationship became more formal in 1994 and 1995 with the implementation of the National Voter Registration Act (NVRA) or "Motor Voter" laws of 1993. Since the passage of the NVRA laws, the Lieutenant Governor's Office and the Elections Office have held regular meetings with the county clerks and regularly send correspondence and instructions to the counties. Information includes all meeting agenda, minutes, and other correspondence related to the election process. The series includes very limited information prior to 1994.

RETENTION:

Permanent. Retain for 4 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: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based on the evidentiary value of the records in documenting the election process at the state and county levels as well as the relationship between the state and county

AGENCY: Lieutenant Governor

SERIES: 22842

TITLE: County clerk correspondence

(continued)

governments.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 348

4

TITLE: Criminal extradition records

DATES: i 1881-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Extradition records contain requisitions submitted by governors of Utah to governors of other states for the extradition of suspected criminals back to Utah. The series also contains requisitions submitted by governors of other states to governors of Utah for the extradition of suspected criminals who fled to Utah from other states.

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 Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Lieutenant Governor

SERIES: 348

TITLE: Criminal extradition records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Lieutenant Governor

SERIES: 9408

3

TITLE: Deeds

DATES: 1876-

ARRANGEMENT: Alphabetical by county.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Warranty and quit-claim deeds pertaining to the transfer of lands to the state or state agencies. Under M with Morgan county is also a Miscellaneous folder containing bond information, county boundary dispute land records, and other miscellaneous deeds.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This disposition is based on the continued administrative use of these deeds by the Lieutenant Governor's office.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 24286

3

TITLE: Elected officials funds disclosure report

DATES: 1998-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

RETENTION:

Permanent. Retain for 4 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: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal, and/or legal value(s).
Utah code 63-96-101-103

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21818

3

TITLE: Election cycle records

DATES: 1964-

ARRANGEMENT: Chronological by election year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain the documents required to conduct elections. The records include declarations of candidacy, party certifications and petitions, candidate certifications and petitions, certifications to county clerks, certifications of entitlement, and electoral college information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 months and then transfer to State Records Center. Retain in State Records Center for 4 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 track the operations of the election process, and reveal the amount of documentation required to complete the process.

AGENCY: Lieutenant Governor
SERIES: 21818
TITLE: Election cycle records

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Lieutenant Governor

SERIES: 21808

3

TITLE: Elections executive correspondence

DATES: 1970-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the operations of the Elections Office and its role in the elections process. This correspondence relates to compliance requirements of candidates for state and federal offices.

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 Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 2 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 value of this correspondence to researchers of the operations of the Elections Office, and of the election process.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 22944

3

TITLE: Elections publications

DATES: 1994-

ARRANGEMENT: Alphabetical by subject, thereunder chronological by year.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record series contains booklets and pamphlets published or compiled by the State Elections Office in order to inform the public about election issues. Information includes media packets, training manuals, and information pamphlets.

RETENTION:

Permanent. Retain for 4 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 Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals and communities, and they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Lieutenant Governor

SERIES: 22944

TITLE: Elections publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Lieutenant Governor

SERIES: 26376

1

TITLE: Felony conviction notifications

DATES: 2002-

ARRANGEMENT: Chronological by date, thereunder alphabetical by name

DESCRIPTION:

This series contains written notices of felony convictions used to identify incarcerated felons. Felon inmates are not allowed to vote while incarcerated. This information is entered into VISTA (Voter Registration Database) in order to track the dates of incarceration. The information entered into the voter registration database helps to document the period of time an inmate will not be allowed to vote. Release dates are noted in order to reinstate the ability to vote when inmates are no longer incarcerated. This series may also contain judgment and commitment orders of felony cases prosecuted in the United States District Court for the state of Utah.

RETENTION:

Permanent. Retain for 5 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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This retention reflects the historical value of records that document voting rights in the state of Utah. These records also have a legal value as they must be created and maintained to meet requirements established by 42 U.S.C. 20 (I) sec 1973gg and U.C.A. 20A-2-109.

AGENCY: Lieutenant Governor

SERIES: 5479

3

TITLE: Foreign incorporation union service association minute book

DATES: 1927-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May 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: Lieutenant Governor

SERIES: 21809

3

TITLE: General election office correspondence

DATES: 1970-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain letters to the Elections Office which pertain to a variety of election topics. Most of the correspondence contains general questions about election laws and processes. The remainder address topics relating to government in general.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 17584

3

TITLE: Governor's reprieves

DATES: 1941-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain reprieves from the Governor granted for individuals until the next meeting of the Board of Pardons. The Board of Pardons then decides if the reprieve is continued or terminated UCA 77-27-5(4)(1998). The reprieves may allow stays of execution or authorize release of individuals until a decision is made at the next Board of Pardons meeting.

RETENTION:

Permanent. Retain for 4 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records and the information they contain.

AGENCY: Lieutenant Governor

SERIES: 17584

TITLE: Governor's reprieves

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 22866

3

TITLE: Initiative petition monthly reports

DATES: 2000-

ARRANGEMENT: Chronological by month, thereunder alphabetical by name of organization

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are used by the Elections Office to document payment of initiative circulators by initiative sponsors. The series contains reports that UCA 20A-7-205.5(1999) requires sponsors to file before the last Tuesday in April and the Tuesday before the general election if the circulators are being paid. The report only contains the sponsors' names and the name of the petition. The series also contains a second report that is mandated by UCA 20A-7-206.5(1999). This report details the amount of money paid per signature and must be filed after the last initiative packet is filed with the county clerk.

RETENTION:

Permanent. Retain for 6 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: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This retention is based on the value of these records in documenting initiative petitions in the state of Utah.

AGENCY: Lieutenant Governor

SERIES: 22866

TITLE: Initiative petition monthly reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 2189

3

TITLE: Initiative petition signature sheets

DATES: 1960-

ARRANGEMENT: Alphabetical by county name, thereunder numerical by sequence number

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These are signature sheets signed by individuals wishing to petition for initiatives to be added to the election ballot at election time. Related issues include, but not limited to, fluoridation, alcoholic control, abortion, horse racing, and taxation issues. The information documents the signatures of individuals concerning initiatives proposed by sponsors for referral to the legislature or the voters for their approval. The text of the proposed initiative will be retained permanently, refer to series 10824, Initiative petitions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2004

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). UCA 20A-7-202(4) (2003) allows for a shorter retention period because of a change in procedures requiring petitioners to resubmit petitions each year.

AGENCY: Lieutenant Governor

SERIES: 2189

TITLE: Initiative petition signature sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 10824

3

TITLE: Initiative petitions

DATES: 1958-

ARRANGEMENT: Chronological by general election date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series contains a copy of the text of initiatives and referenda proposed by sponsors for referral to the legislature or people of the state for their approval by vote. Some are certified by the Lieutenant Governor as true and correct copies; others may simply be a copy of one of the circulated petitions. Tabulations of signature counts or related correspondence may be included.

RETENTION:

Permanent. Retain for 5 year(s) and 3 month(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the historical value of the material in documenting issues important to the public over the years.

AGENCY: Lieutenant Governor

SERIES: 10824

TITLE: Initiative petitions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 20221

3

TITLE: Interstate compacts

DATES: 1922-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records contain Utah's compacts with other states regarding various issues. The records include agreements on water rights, law enforcement, education, juveniles, mental health, motor vehicles, supervision of parolees, civil defense and disaster, and inter-local cooperation agreements. The records include the Colorado River Compact, which apportioned water from the Colorado River among six western states and has been an ongoing source of controversy since it went into effect.

RETENTION:

Permanent. Retain for 5 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This disposition is based on the historic value of these records in reflecting both historic matters, as well as Utah's interaction in with other states.

AGENCY: Lieutenant Governor

SERIES: 20221

TITLE: Interstate compacts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21819

3

TITLE: Invoices

DATES: 1995-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are accounts payable invoices for purchases made by the Elections Office. Most of the records deal with printing costs incurred by the office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 9404

3

TITLE: Land patents

DATES: 1899-1913, 1943-

ARRANGEMENT: Numerical by land patent number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records contain land patents issued by the United States Government Bureau of Land Management, to the state of Utah. Information includes land location by township and range, the date the plat was accepted by the United States Government, fee amounts, related correspondence, and the counties where the land is located.

RETENTION:

Permanent. Retain for 7 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

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 value(s).

This disposition is based on the fact that these are the only signed copies of land patents in state custody.

AGENCY: Lieutenant Governor

SERIES: 9404

TITLE: Land patents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 24308

1

TITLE: Land transfer clear lists

DATES: 1990-

ARRANGEMENT: Numerical

DESCRIPTION:

These documents transfer lands from the United States Government to the State of Utah in part satisfaction of certain land grants, including from the BLM as lands selected by the state under the Taylor Grazing Act. These documents were recorded with the appropriate county recorder and then transferred to the Lt. Governor's office by the School and Institutional Trust Lands Administration. Archival holdings: Agricultural College Clear List 24; Miners' Hospital Clear List 46.

RETENTION:

Permanent. Retain until administrative need ends

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 668

3

TITLE: Laws of Utah subject pamphlets

DATES: 1913-

ARRANGEMENT: Chronological, thereunder alphabetical by topic.

DESCRIPTION:

These are pamphlets created by republishing appropriate titles of the Utah Code which pertain to particular topics, such as corporations, mining, elections, notaries, abstracts of title, etc.

RETENTION:

Retain until completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office until administrative need ends and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

Microfiche master: Retain in Archives until administrative need ends and then destroy.

Microfiche duplicate: Retain in Archives until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have temporary administrative value and may be destroyed according to the retention schedule.

AGENCY: Lieutenant Governor

SERIES: 668

TITLE: Laws of Utah subject pamphlets

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Lieutenant Governor

SERIES: 4076

4

TITLE: Legislative bills

DATES: 1896-

ARRANGEMENT: Chronological by legislative session, thereunder alphabetical by document type and numeric by bill number if applicable.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These final copies of bills, memorials, and resolutions approved by the House and Senate and filed with the Secretary of State (or Lieutenant Governor) enact the laws of the state of Utah. They serve as a basis for governmental policy and action. This series includes bills signed into law by the governor, those which became law without the governor's signature, those vetoed by the governor after the legislature was out of normal session, and those vetoed but overridden by the legislature. Though the bills which become law are published as part of the Laws of Utah, this series documents signatures and approval by the governor; this series also documents veto messages for bills rejected. Bills in the broad sense refers to bills, resolutions, memorials, etc. In the narrow sense they are those documents legislators desire to have made into a Utah law. Memorials are generally pleadings for federal action, usually to the U. S. Congress. Resolutions are position statements which do not have the weight of law. Bills have always gone for the governor's approval or veto. Simple resolutions and memorials must only pass the originating chamber, but are still filed here. Concurrent and joint memorials and resolutions are filed here as well. Those terms have switched over the years, but after 1921 the term concurrent came to mean one approved by both chambers with the governor concurring while joint means one passed by both chambers but which does not require the governor's signature.

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 Office until administrative needs end and then

AGENCY: Lieutenant Governor

SERIES: 4076

TITLE: Legislative bills

(continued)

transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

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

This disposition is based upon the primary legal value of the final legislation and approving signatures which serve as the foundation of government for the state of Utah. It also recognizes the secondary historical value of the original legislation to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21938

1

TITLE: Lobbyist financial disclosure reports

DATES: 1990-

ARRANGEMENT: Alphabetical by name, thereunder chronological by reporting date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are required by UCA 36-11-201 and 36-11-202. Lobbyists, principals, and government officers must file financial disclosure reports at various times during the year. These reports include lobbyist name, address, telephone number, travel expenditures, expenditures itemized according to those that are less than fifty dollars per person and those expenditures exceeding fifty dollars per person, purposes of expenditures, sum total of expenditures, number of each bill or resolution on which an expenditure was made, a description of each executive action on which expenditures were made, and general purposes and causes promoted by the lobbyist.

RETENTION:

Permanent. Retain for 6 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 Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This disposition is based on the evidentiary value of these reports to the history of the election process. These reports are required by UCA title 36, chapter 11, sections 201 and 202.

AGENCY: Lieutenant Governor

SERIES: 21938

TITLE: Lobbyist financial disclosure reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 22035

3

TITLE: Lobbyist lists

DATES: 1991-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This information is taken from the lobbyist registrations (series 9405). The lobbyist lists contain information such as name, address, phone number, and organizations for whom the lobbyists work. The lists are compiled for convenience and quick reference for office use and for public review. Because these lists contain duplicate information from the lobbyist registrations, which are kept permanently, the lists do not have permanent historical value.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Lieutenant Governor

SERIES: 22035

TITLE: Lobbyist lists

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 9405

3

TITLE: Lobbyist registrations

DATES: 1975-

ARRANGEMENT: Chronological, thereunder alphabetical.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the political lobbyists registered with the state of Utah. Under UCA 36-11-103, lobbyists are required to register with the Lieutenant Governor's office before engaging in lobbying activity. The registration form, accompanied by a registration fee, lists the names and business addresses of the individual and each principal for whom the lobbyist works, any government positions held, and expenditures for which the lobbyist will be reimbursed. The form must be updated when principals change or are added.

RETENTION:

Permanent. Retain for 6 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: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4 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.

AGENCY: Lieutenant Governor

SERIES: 9405

TITLE: Lobbyist registrations

(continued)

APPRAISAL:

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

This disposition is based on the historical value of these registrations to researchers. These records are often accessed during legislative sessions.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21812

3

TITLE: Municipal election returns

DATES: 1965-

ARRANGEMENT: Chronological by election year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the results from the municipal primary and general elections. Information includes the name of each candidate for each elected municipal office, and the number of votes each candidate received.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).
These records document the ongoing changes in municipal governments in the state of Utah, and the trends reflected by these changes.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 22964

3

TITLE: National Voter Registration Act statistics

DATES: 1996-

ARRANGEMENT: Chronological by month, thereunder alphabetical by county

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records contain voter registration statistics collected from each county in the state of Utah. This information is then directly reported to the Federal Election Commission (FEC). The Commission then generates a federal report containing the numbers of registered voters, sources of voter registrations and other voter registration statistics.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2000

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Lieutenant Governor

SERIES: 22964

TITLE: National Voter Registration Act statistics

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 27313

3

TITLE: Notary complaints

DATES: 1990-

ARRANGEMENT: Chronological by date of complaint

DESCRIPTION:

Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Lieutenant Governor

SERIES: 27313

TITLE: Notary complaints

(continued)

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Lieutenant Governor

SERIES: 6969

3

TITLE: Notary public commission records

DATES: 1978-

ARRANGEMENT: Numerical by commission number.

DESCRIPTION:

These records support the agency's function to authorize and empower notaries public to witness signatures, verify identities of signees, and administer oaths of affirmation (Utah Code 46-1-3(2009)). Records include applications, surety bonds, certificates, commission dates, and notary public oaths of office.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

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 until scanned into database and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

Microfilm master: Retain in State Records Center for 50 years and then destroy.

Microfilm duplicate: Retain in Office for 50 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

AGENCY: Lieutenant Governor

SERIES: 6969

TITLE: Notary public commission records

(continued)

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The bond is required by Utah Code 46-1-4 (2003). The length of time for a commission is four years. A previous note stated that "UCA 46-1-4, sets a three year limitation after an action causing an injury to a person through official delinquencies. Previous decision: RDR 69-48: microfilm/public," however, that is not currently in the code. index of commissioned notaries public will be kept longer in series 28901; discipline records are kept longer in series 28902 because commissions are revoked for the lifetime of the subject.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 28902

1

TITLE: Notary public discipline records

DATES: 1980-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's function to authorize and empower notaries public to witness signatures, verify identities of signees, and administer oaths of affirmation (Utah Code 46-1-3(2009)). Records document the revocation or suspension of a notarial commission due to official misconduct or other grounds stipulated by Utah Code 46-1-19(2003).

RETENTION:

Retain for 75 year(s)

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 for 75 years and then destroy.

Computer data files: Retain in Office for 75 years and then delete.

APPRAISAL:

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

These records document the lifetime revocation of the right of individuals to acquire a notary public commission (Utah Code 46-1-19(2003)).

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 28901

3

TITLE: Notary public index

DATES: 1986-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's function to authorize and empower notaries public to witness signatures, verify identities of signees, and administer oaths of affirmation (Utah Code 46-1-3 (2021)). Records document the contact information, bonding agency, and effective dates that notaries public were commissioned.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 50 years and then delete.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Lieutenant Governor

SERIES: 28901

TITLE: Notary public index

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 19908

3

TITLE: Political action committee financial disclosure forms

DATES: 1972-

ARRANGEMENT: Alphabetical by the principal's name thereunder chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the financial expenditures made and received by Political Action Committees, Political Issues Committees, and Corporations. These files are required to be submitted to the Lieutenant Governor's office to provide public access to political financial expenditures in accordance with UCA 20A-11-601;701;801 (1996). Information includes name, address, and occupation of any individual making a contribution; name and address of any political action committee, group, or entity making a contribution and the amount of the contribution. Also included is a summary page that identifies: beginning balance; total contributions during the period since the last statement; total contributions to date; total expenditures during the period since the last statement; and total expenditures to date.

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: 05/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives.

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

AGENCY: Lieutenant Governor

SERIES: 19908

TITLE: Political action committee financial disclosure forms

(continued)

APPRAISAL:

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

This disposition is based on the research value these records contain, such as information on expenditures made and received by political committees, individuals, and corporations.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 9402

4

TITLE: Political appointment records

DATES: 1925-

ARRANGEMENT: Chronological, thereunder alphabetical by appointee name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series documents political appointments of individuals by the Governor to serve on one of the governor's commissions, boards, councils, committees, or other appointed positions. The information is used as a current list of appointees, and is also a history of the various commissions, boards etc, and the individuals who served on them.

RETENTION:

Permanent. Retain for 2 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: 01/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of information concerning appointed officials in Utah government.

AGENCY: Lieutenant Governor

SERIES: 9402

TITLE: Political appointment records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21838

1

TITLE: Political party financial disclosures

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document financial disclosures of political parties that are required by UCA 20A-11-5 for public review. Information includes the party; party headquarter's address; and the date and amount of each contribution, and the address from which it was made; and the date and amount of expenditure, and the address to which it was made.

RETENTION:

Permanent. Retain for 4 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 Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records are required by UCA 20A-11-5. They are also valuable to researchers of political parties because of their documentation of contributions and expenditures.

AGENCY: Lieutenant Governor

SERIES: 21838

TITLE: Political party financial disclosures

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 20945

3

TITLE: Public transit district board oaths of office

DATES: 1975-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain the oaths of office taken by board members of the Utah Transit Authority and the board members of other public transit authorities in the state of Utah. Under UCA 17A-2-1038(11)(b)(1998), the oaths taken by members of the board of directors of Utah state public transit districts are required to be filed with the Lieutenant Governor's office. The oaths were first required to be filed with the Secretary of State by UCA 31-1 (1975).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the continued use of these oaths by the Lieutenant Governor's office.

AGENCY: Lieutenant Governor

SERIES: 20945

TITLE: Public transit district board oaths of office

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 341

3

TITLE: Publications

DATES: 1921-

ARRANGEMENT: Chronological.

DESCRIPTION:

Records created by the agency, including pamphlets, reports, newsletters, and other published or processed documents. These records include information on agency-sponsored programs and events, and other services provided by the office of the lieutenant governor. Consists primarily of isolated publications not part of a more specific series. 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 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 and then microfilm.

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

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

AGENCY: Lieutenant Governor

SERIES: 341

TITLE: Publications

(continued)

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Lieutenant Governor

SERIES: 85093

3

TITLE: Purchasing files

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These records document transactions and construction contracts conducted by the Lieutenant Governor's office. They include contracts, requisitions, purchase order and lease records, correspondence, related records pertaining to awards, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Lieutenant Governor

SERIES: 30019

3

TITLE: Referendum petition packets

DATES: 1960-

ARRANGEMENT: Numerical by petition packet number.

DESCRIPTION:

These are referendum packets submitted to the Lieutenant Governor as per Utah Code 20A-7-3. A statewide referendum is a publicly sponsored petition that submits a law passed by the legislature to the voters for their approval or rejection at the general election. Packets contain signature sheets signed by individuals wishing to petition for a referendum to be added to the election ballot at election time. These signature sheets are used to determine if the referendum sponsors collected enough signatures. Petition packets may include personal information, signature, and date of signature of all individuals who signed the referendum. The referendum petition application is preserved permanently under a different retention schedule.

RETENTION:

Retain for 22 month(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Petition signature records, GRS-1729.

AUTHORIZED: 07-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 22 months and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Legal requirements are detailed in Utah Code 20A-7-3.

AGENCY: Lieutenant Governor

SERIES: 30019

TITLE: Referendum petition packets

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2020.

AGENCY: Lieutenant Governor

SERIES: 448

3

TITLE: Reports

DATES: 1950-

ARRANGEMENT: Numerical.

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 and then microfilm.

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 have ongoing value to researchers.

AGENCY: Lieutenant Governor

SERIES: 448

TITLE: Reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Lieutenant Governor

SERIES: 22514

3

TITLE: Signature authorization records

DATES: 2000-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are used by the Elections Office to accommodate the the state's electronic filing system in filing state election candidate financial disclosure reports. Candidates for statewide office are required to file financial disclosure reports to the Lt. Governor's office several times each year by UCA 20A-11(1999). In 2000, the Lt. Governor's office began accepting electronic filing of the financial disclosure reports under the authority of UCA 20A-11-103(2)(d)(1999). State office candidates are required to provide a signature authorizing the Lt. Governor's office to accept electronically filed reports by UCA 20A-11-203(3)(1999). Legislative candidates are required to provide a signature by UCA 20A-11-302(3)(1999). These records include the candidates' signatures and the "user name" assigned to each candidate in order for them to file the financial disclosure reports.

RETENTION:

Retain for 2 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until candidate's final financial report is filed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Lieutenant Governor

SERIES: 22514

TITLE: Signature authorization records

(continued)

APPRAISAL:

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

This disposition is based on the requirements of UCA
20A-11-103(2)(d), 203(3), and 302(3)(1999).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(11)(2008)

AGENCY: Lieutenant Governor

SERIES: 20077

3

TITLE: Special district organization records

DATES: 1935-2010

ARRANGEMENT: By district type, thereunder alphabetical by district name.

DESCRIPTION:

These records support the agency's function to certify local entity boundary actions (Utah Code 67-1a-6.5(2016)). Records document official filings for the creation or modification of special districts and may include notices of impending boundary actions, approved final local entity plats, applicable certificates, and related correspondence.

RETENTION:

Permanent. Retain for 1 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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: For records beginning in 1935 through 2010. Retain in State Archives permanently with authority to weed.

AGENCY: Lieutenant Governor

SERIES: 20077

TITLE: Special district organization records

(continued)

APPRAISAL:

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

These records are valuable as they document the establishment and changes to boundaries of special districts.

RETENTION JUSTIFICATION:

<a>Utah Code 67-1a-6.5(5a)(2016) says: e lieutenant governor shall: (i) keep, index, maintain, and make available to the public each notice of an impending boundary action, approved final local entity plat, applicable certificate, and other document that the lieutenant governor receives or generates under this section; (ii) make a copy of each document listed in Subsection (5)(a)(i) available on the Internet for 12 months after the lieutenant governor receives or generates the document;

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Lieutenant Governor

SERIES: 21817

3

TITLE: State and county election returns

DATES: 1966-

ARRANGEMENT: Chronological by election year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the results from the county and state primary and general elections. The returns also contain the results from the school district board elections. Information includes tallies of the county elections and abstracts of the statewide elections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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.

Computer data files: Retain in Office until administrative need ends.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records provide information on the changes in government at the county and state level, and reveal the trends reflected in these changes.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 9400

4

TITLE: State candidate and office holders financial disclosures

DATES: 1968-

ARRANGEMENT: Chronological by election year, thereunder by office, thereunder alphabetical by candidate's surname.

DESCRIPTION:

Candidates for state executive, legislative offices, and state school boards are required to file periodic reports disclosing the money they raise and spend. These financial disclosure reports are submitted to the Lieutenant Governor's office at set times throughout the election cycle. The reports help to protect against conflicts of interest and to facilitate open and ethical government. They are governed by UCA 20A-11 (2002). The reports include the following types of information: candidate's name, political party, office, address and signature; and itemized listings of contributions, expenditures and loans. Financial disclosure reports were filed with the State Auditor until 1984. Thereafter filings were transferred to the Lieutenant Governor's office, and then to the Elections Office at the time of its 1995 creation.

RETENTION:

Permanent. Retain for 6 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: 06/1995

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Lieutenant Governor

SERIES: 9400

TITLE: State candidate and office holders financial disclosures

(continued)

authority to weed.

Computer data files: Retain in Office for 6 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 value to researchers interested in the study of political expenditures.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2021.

AGENCY: Lieutenant Governor

SERIES: 28818

3

TITLE: Statewide voter registration records

DATES: 2002-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's functions to oversee all of Utah's voter registration activities and to maintain a list of registered voters (Utah Code 20A-2-104(3)(b)(2015). Records verify a subject's eligibility to vote by establishing citizenship, age, identity, residency, and authentic signature. Information about the registrant's political affiliation may also be included.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2016

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 25 years after superseded and then transfer to State Archives with authority to weed.

Computer data files backup: Retain in Office for 15 years after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records document the legal right of individuals to vote (H. R. 3295, Section 303(a)(B)) (2002)) as well as establish residency of registered voters. These records are also valuable historical resources as they identify where a person lived at the time of registration.

AGENCY: Lieutenant Governor

SERIES: 28818

TITLE: Statewide voter registration records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(l) (2014)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(j)and(k) (2015)

Exempt. Utah Code 20A-2-104(4) (2015)

AGENCY: Lieutenant Governor

SERIES: 22421

3

TITLE: United States Senate candidate and contributor reports

DATES: 2000-

ARRANGEMENT: Chronological by election year, thereunder alphabetical by candidate's last name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are filed with the Federal Election Commission in order to document contributions to, and expenditures by, candidates campaigning for the United States Senate. Candidates are required to file reports containing this information by 2 USC 439. This code section also states that the candidates must file a copy of the report with the Secretary of State within their home state. Information also includes reports from Political Action Committees (PACs) and other entities who contribute to Utah candidates for the United States Senate. Prior to 2000, the reports in this series were included in series 470-Federal Election Commission campaign contribution reports. In 1999, Utah received an exemption, beginning in 2000, from maintaining copies of reports from federal filing entities except those from candidates and contributors for the United States Senate.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Lieutenant Governor

SERIES: 22421

TITLE: United States Senate candidate and contributor reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21960

3

TITLE: Voter information pamphlet work papers

DATES: 1982-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are used to compile Voter Information Pamphlets for circulation to the general public. The Lieutenant Governor is required by UCA 20A-7-701 and 702 (1998), to publish these pamphlets before every general election. The information includes invoices, correspondence, and other documentation of the cost of producing and distributing the pamphlets.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

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 destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on UCA 20A-7-701 and 702.

AGENCY: Lieutenant Governor

SERIES: 21960

TITLE: Voter information pamphlet work papers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 21810

4

TITLE: Voter information pamphlets

DATES: 1975-

ARRANGEMENT: Chronological by election year

DESCRIPTION:

Voter information pamphlets are prepared under the direction of the Lieutenant Governor and according to Utah statutes (UCA 20A-7-701). The responsibility of compiling and distributing the pamphlets was assumed by the Elections Office at the time of their 1995 creation. The Lieutenant Governor's / Secretary of State's staff previously performed elections duties. The pamphlets are designed to inform the voters of the State about the candidates and issues on each general election's ballot. They contain some or all of the following items: a list of all candidates for constitutional offices; a list of candidates for each legislative district; information pertaining to all measures to be submitted to the voters; a description provided by the Judicial Council of the selection and retention process for judges; an explanation of ballot marking procedures; and voter registration information. 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: Retain in Office until published 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.

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

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Lieutenant Governor

SERIES: 21810

TITLE: Voter information pamphlets

(continued)

APPRAISAL:

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

These pamphlets document changes in voting laws and processes, and the manner in which this information was presented to the general public.

PRIMARY DESIGNATION:

Public

AGENCY: Lieutenant Governor

SERIES: 22843

3

TITLE: Western States Presidential Primary records

DATES: 1999-

ARRANGEMENT: Chronological by election year, thereunder alphabetical by subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series documents the activities of the Western States Presidential Primary in Utah. The Western States Primary is governed in Utah by UCA 20A-9-801 et.al.(1999). Utah held its first presidential primary in 2000, as part of the Western States Primary. Information includes election results, canvass reports, budgets, sample ballots, meeting minutes, and documentation of procedures used by county clerks and the Elections Office to conduct this primary.

RETENTION:

Permanent. Retain for 4 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: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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, historical, and/or legal value(s). This retention is based on the evidentiary value of this series in documenting the progress and activities of Utah's presidential primaries.

AGENCY: Lieutenant Governor

SERIES: 22843

TITLE: Western States Presidential Primary records

(continued)

PRIMARY DESIGNATION:

Public