

## Retention and Classification Report

**Agency:** Legislature. Senate (609)

P.O. Box 145115  
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801-538-1035

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

22509	Advice and consent records
03206	*Clerk's records
12790	*Committee minute book
12786	*Committee referral register
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**AGENCY:** Legislature. Senate

**SERIES:** 22509

3

**TITLE:** Advice and consent records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document Senate committee's advice and consent on recommendations for gubernatorial appointments. They include copies of the declaration calling a special session if necessary; letters of transmittal from the governor listing recommended appointments, and copies of the letter returned to the governor advising and consenting in the affirmative (or negative) to the appointments. 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:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These records document the decisions of the Senate on gubernatorial appointments.

**AGENCY:** Legislature. Senate

**SERIES:** 22509

**TITLE:** Advice and consent records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 3206

3

**TITLE:** Clerk's records

**DATES:** 1957.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Unofficial copies of bills, ditto masters, senate correspondence, letters of transmittal, various other correspondence, and payroll items.

**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).

Records in this series document agency history and functions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Legislature. Senate

**SERIES:** 12790

3

**TITLE:** Committee minute book

**DATES:** 1890.

**ARRANGEMENT:** By committee, thereunder chronological.

**DESCRIPTION:**

This volume gives minutes for the senate's judiciary committee and committee on municipal corporations and towns.

**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).

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 11/2017.

**AGENCY:** Legislature. Senate

**SERIES:** 12786

3

**TITLE:** Committee referral register

**DATES:** 1911.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This register logs the referral of various bills to assorted committees, information also noted on the bill backs or in the legislative journals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until appraised and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Legislature. Senate

**SERIES:** 3154

3

**TITLE:** Dockets

**DATES:** 1884-1917.

**ARRANGEMENT:** chronological, thereunder alphabetical by docket type

**DESCRIPTION:**

These dockets log the actions taken by the Senate (formerly known as the Council) on House and Senate bills, concurrent resolutions, joint memorials, joint resolutions, memorials, motions, petitions, and resolutions. They note the title of the bill and date of action (e.g., voted on, sent to the House, etc.).

**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).

The dockets document the work in the Senate as that body bridged from the late territorial era into the early statehood period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 22515

3

**TITLE:** Floor debate recordings

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series consists of audio recordings of the Senate floor debates. Topics discussed while the Senate meets in the Chamber are recorded; these would include discussion on proposed legislation, votes on legislation, testimony or comments on legislation, resolutions, discussion and approval of the governor's appointments, etc. 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:**

Retain

**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:**

Audio cassettes: For records beginning in 1990 and continuing to the present. Retain in Office permanently.

Audograph discs: For records beginning in 1965 through 1989. Retain in Office until converted to CD-ROM and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives provided agency's need has ended.

CD-ROM: For records beginning in 1965 through 1989. Retain in Office permanently.

**AGENCY:** Legislature. Senate

**SERIES:** 22515

**TITLE:** Floor debate recordings

(continued)

**APPRAISAL:**

These records have historical value(s).

Recordings of sessions for the Utah State Senate document the discussions, debates, and amendments for bills under consideration that may become Utah law. These recordings also can be the only source of direct or implied legislative intent.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 3167

**TITLE:** Journal record books

**DATES:** i 1858-1882.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These two volumes constitute the handwritten minutes of the territorial legislative council, or senate, from the eighth session through the twenty-fifth session. Joint session minutes are included in full. Entries for the House are also included for 1880.

Each daily entry covered a standard order of business that included the place and date, roll call, prayer, daily business, reading of minutes, adjournment, and closing benediction. These activities are noted but no details are given.

The process of enacting legislation via bills and resolutions is most frequently recorded. Election of senate officers and the election of other officials from notary to county probate judge to penitentiary director are recorded. Legislative committee reports cover a wide spectrum of business. Brief reports from agencies (e.g. Deseret Agricultural and Manufacturing Society, University of Deseret, Treasurer, Auditor) are regularly read into the record. Messages from the House are recorded in full. Less frequent messages from the governor or territorial secretary are recorded; the governor's annual message may or may not be entered. Tributes are rare but long, notably one in 1878 following the death of Brigham Young.

**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.

**APPRAISAL:**

These records have historical value(s).

Provides extensive and intensive documentation of the activities of the territorial legislature, including some years for which we have no published journal.

**AGENCY:** Legislature. Senate

**SERIES:** 3167

**TITLE:** Journal record books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 409

4

**TITLE:** Journals

**DATES:** i 1882-

**ARRANGEMENT:** Chronological by session with daily entries thereunder.

**DESCRIPTION:**

These journals serve as a record of the actions of the legislature during session. They constitute the published minutes of the state senate and territorial council. House and Senate journals were kept together from the time of the organization of the territory in 1851. Since 1882, the journals have been kept separately.

Daily entries cover a standard order of business. Place, date, roll, and prayer are noted before proceeding. Citizens' petitions for various actions and monetary claims are the first order. Other communications from agencies, groups, or individuals also are recorded. Committee reports are the next order of business. These recommend passage or rejection of particular legislation. Early reports often include detailed explanations and agency reports, but such detail is generally omitted by the 1920s. The process of enacting legislation via bills and resolutions is the most frequent business recorded. The title is noted along with its status: which reading, whether it passed, committee referrals, amendments and motions for rewrites, etc. The contents of the bills are not recorded. Names of individuals motioning for particular actions are noted as are the names on the final vote. Messages from the opposing chamber are recorded in full. Messages from the governor report passage, veto, or objections to bills. Senate confirmations of gubernatorial appointments also are noted. Memorial tributes, speeches, prayers, invitations to various functions, etc. may also be read into the record. Joint session minutes are also entered. From 1896 to 1913, these included the election of U.S. Senators. The governor's opening address detailed concerns, and initially included agency reports. Joint memorials to Congress, pleading for federal action (or inaction) were common in the 1880s. Member lists, either as part of the initial roll, or as a separate table, appear at the start of each volume, with photos by 1975. Committee membership is also noted. Many of the volumes have the senate rules recorded toward the beginning which specify the order of business and clarify procedures.

**RETENTION:**

Permanent. Retain until administrative need ends

**AGENCY:** Legislature. Senate

**SERIES:** 409

**TITLE:** Journals

(continued)

**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.

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.

Computer data files: 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 Senate's activities and provide historical documentation of its actions.

**AGENCY:** Legislature. Senate

**SERIES:** 409

**TITLE:** Journals

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Legislature. Senate

**SERIES:** 29958

1

**TITLE:** Photographs

**DATES:** 1897-

**ARRANGEMENT:** Chronological by creation date.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**AGENCY:** Legislature. Senate

**SERIES:** 13378

3

**TITLE:** Publications

**DATES:** 1989-

**ARRANGEMENT:**

**DESCRIPTION:**

These are assorted publications from the majority leadership. They include senate publications, reports to the legislature from state agencies, Republican party publications, private publications, etc.

**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 Office until administrative need ends 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). Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Legislature. Senate

**SERIES:** 13378

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 12791

3

**TITLE:** Roll books

**DATES:** 1890-1892.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These volumes provide a roster of members and record the ayes and noes of votes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 20920

3

**TITLE:** Senate leadership records

**DATES:** 1953-

**ARRANGEMENT:** Chronological by year grouping thereunder alphabetical by senator's name.

**DESCRIPTION:**

These files contain records and correspondence from the Senate Leadership offices. Files contain information on pending legislation and correspondence to and from Senators serving within the Senate leadership.

**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:** 02/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need 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.

**APPRAISAL:**

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

**AGENCY:** Legislature. Senate

**SERIES:** 20920

**TITLE:** Senate leadership records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 23712

3

**TITLE:** Senate president original photographs

**DATES:** 1896-

**ARRANGEMENT:** Chronological by term served

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are original 14"x18" matted photographs of former Utah Senate Presidents.

**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 Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Photographs: Retain in Office until copied and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

These photographs document this history of the Senate.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 24575

3

**TITLE:** Senate president records

**DATES:** 1965-

**ARRANGEMENT:** Chronological by year grouping thereunder alphabetical by senator's name.

**DESCRIPTION:**

This series contains records from the office of the Senate President. Files contain Senate President correspondence and information on various legislative issues.

**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:** 02/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need 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.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of these records in documenting the activities, decisions and functions of the Senate President.  
Value is for research purposes.

**AGENCY:** Legislature. Senate

**SERIES:** 24575

**TITLE:** Senate president records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 21084

3

**TITLE:** Standing committee audio recordings

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the audio recordings of all committee meetings of the Utah State Senate. The recordings are used to generate written minutes which are maintained permanently under series #18459. However, the written minutes do not contain a verbatim transcript of the meetings.

**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:** 03/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on historical value to researchers regarding the legislation before the Utah State Senate.

**AGENCY:** Legislature. Senate

**SERIES:** 21084

**TITLE:** Standing committee audio recordings

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (d) and (e) (2008)

**AGENCY:** Legislature. Senate

**SERIES:** 18459

3

**TITLE:** Standing committee minutes

**DATES:** 1972-

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

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office for 5 years and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have historical value(s).

Minutes of these standing committee meetings record decisions made and have research value as to the workings of government..

**AGENCY:** Legislature. Senate

**SERIES:** 18459

**TITLE:** Standing committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 19596

3

**TITLE:** Utah Senate pamphlets

**DATES:** 1969-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

"The Utah Senate" is a pamphlet produced at the beginning of the session giving an introduction to the senate, 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 agency history and functions. Publications have ongoing research value.

**AGENCY:** Legislature. Senate

**SERIES:** 19596

**TITLE:** Utah Senate pamphlets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 428

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 Senate. The series contains the working copies of Senate bills, claims (through 1925), petitions (until 1927), memorials, fiscal reports of state agencies (1897 only), and resolutions. The working copy includes the bill as introduced, any amendments made to it, and by the latter half of the 20th century, a copy of the final text for passed bills. The bill's progress through committees and votes is logged on the backing. The final, signed version of the bill is filed in the Lieutenant Governor's office (cf series 4076); However a few appear here in those cases where the bill 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 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 legislative session ends and then transfer to State Archives with authority to weed.

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

**AGENCY:** Legislature. Senate

**SERIES:** 428

**TITLE:** Working bills

(continued)

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

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.

Computer data files: Retain in Office until legislative session ends and then transfer to State Archives 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 10/2020.