

## Retention and Classification Report

**Agency:** Merit System Council (678)

, UT

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

|       |  |
|-------|--|
| 17889 | *Administrative records                  |
| 11261 | *Appeals Board hearing records           |
| 25352 | *Biennial reports                        |
| 17888 | *Correspondence                          |
| 01039 | *Employment testing records              |
| 01042 | *Fiscal operations reports               |
| 01044 | *Personnel rules and regulations records |
| 27553 | *Publications                            |
| 03971 | *Regulations                             |
| 04496 | *Salt Lake County correspondence         |
| 01041 | *Social Security quarterly reports       |
| 01043 | *State agency budget records             |

**AGENCY:** Merit System Council

**SERIES:** 17889

3

**TITLE:** Administrative records

**DATES:** 1953-1969.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records include miscellaneous data, histories and conference reports.

**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).  
Documents the decision making within the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 11261

3

**TITLE:** Appeals Board hearing records

**DATES:** 1963.

**ARRANGEMENT:** undated

**DESCRIPTION:**

This series documents the activities of the Utah State Merit System Council. The records contain findings, correspondence, and exhibits in regard to an appeal of Joseph H. Smart of the Department of Health to the Joint Utah Merit System Council Appeals Board regarding a personnel action taken against him.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 25352

3

**TITLE:** Biennial reports

**DATES:** 1942-1979.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

"It shall be the duty of the Council within the scope of these regulations...to promote public understanding of the merit system. As a means thereto, the Council shall examine into and make a written report to the State agencies at least annually on the operation of the merit system...A copy of this report shall be filed with the State agencies and shall be open to public inspection." This series contains annual and biennial reports of the Merit System Council.

**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).

These reports are important to researchers in recovering the history of the agency.

**AGENCY:** Merit System Council

**SERIES:** 25352

**TITLE:** Biennial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 17888

**TITLE:** Correspondence

**DATES:** 1941-1969.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

3

**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).

Documents the day to day work of the council.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 1039

3

**TITLE:** Employment testing records

**DATES:** 1963-1966.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Merit System Council

**SERIES:** 1042

**TITLE:** Fiscal operations reports

**DATES:** 1940-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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



**AGENCY:** Merit System Council

**SERIES:** 1044

3

**TITLE:** Personnel rules and regulations records

**DATES:** 1940-1979.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are agency copies of personnel rules, regulations and merit system description.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
Documents the changes in policy over a forty year period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 27553

3

**TITLE:** Publications

**DATES:** 1974-1978.

**ARRANGEMENT:** numerical

**DESCRIPTION:**

This series consists of reports, bulletins, notices and other publications produced by the agency. Notices 2-72, 152-165, 170-184, 482-484.

**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:**

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

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

**APPRAISAL:**

These records have historical value(s).

Disposition based on value of records in documenting council's activities.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 3971

3

**TITLE:** Regulations

**DATES:** 1939-1979.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This is a reprint of the law code as applied to the Merit System for Utah State employees. The system was originally adopted between 1939 and 1942 and subsequently amended, as reflected in these holdings (1945, 1952, 1958, 1962, 1965 and unpublished workpapers dating 1965-1972).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These publications provide a window into the inner workings of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Merit System Council

**SERIES:** 4496

3

**TITLE:** Salt Lake County correspondence

**DATES:** 1967-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Merit System Council

**SERIES:** 1041

3

**TITLE:** Social Security quarterly reports

**DATES:** 1967-1975.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Merit System Council

**SERIES:** 1043

3

**TITLE:** State agency budget records

**DATES:** 1957-1965.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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