

Retention and Classification Report

Agency: Department of Publicity and Industrial Development (784)

, UT

Records Officer: _____

01185	*Administrative records
05258	*Biennial reports
01138	*Correspondence
23347	*Development News
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05499	*Utah statistical studies
01187	*WPA capital improvement survey data

AGENCY: Department of Publicity and Industrial Development

SERIES: 1185

3

TITLE: Administrative records

DATES: 1941-1950.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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 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).

Documents in this series have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 5258

3

TITLE: Biennial reports

DATES: 1941-1948.

ARRANGEMENT: Chronological

DESCRIPTION:

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 1138

1

TITLE: Correspondence

DATES: 1941-1950.

ARRANGEMENT: chronological by calendar year, thereunder alphabetical by correspondent name
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

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:

Correspondence documents agency history and functions.
Correspondence has ongoing value to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 23347

3

TITLE: Development News

DATES: 1942-1948.

ARRANGEMENT: Chronological

DESCRIPTION:

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 22930

3

TITLE: Disbursement registers

DATES: 1943-1947.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains disbursement registers from the Department of Publicity and Industrial Development with accounting information pertaining to accounts receivable, salaries, travel, printing, binding, advertising, minerals, mining, metals, water, photography, roads, administration, etc.

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: Department of Publicity and Industrial Development

SERIES: 22193

3

TITLE: Films

DATES: ca. 1945.

ARRANGEMENT:

DESCRIPTION:

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, CD, DVD, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Motion picture film master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These films document this history and functions of the state and the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 11245

3

TITLE: Industrial Research coal study report

DATES: c 1936.

ARRANGEMENT: None

DESCRIPTION:

This report is made up of records organized in three Acco binders: a two-part coal study and a single binder labeled "Smoke Abatement and Smokeless Fuel Processes".

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Publicity and Industrial Development

SERIES: 1186

3

TITLE: Military mapping and state resources survey data

DATES: 1917-1948.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Records in this series have ongoing documentary value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 5496

3

TITLE: Mineral resources records

DATES: 1941-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains newspaper clippings, reports, publications, etc., pertaining to mineral resources.

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 compilation of information about mineral resources is a ready historical reference.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 1189

3

TITLE: Minute books

DATES: 1941-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

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 administrative, and/or historical value(s).
Minutes have value to document agency history, functions, and decisions.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 22719

3

TITLE: Photographs

DATES: unknown.

ARRANGEMENT: None.

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These photographs document state history. These have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Publicity and Industrial Development

SERIES: 5275

3

TITLE: Publications

DATES: 1942-1949.

ARRANGEMENT: Chronological

DESCRIPTION:

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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 14105

3

TITLE: Scrapbooks

DATES: 1949-1971.

ARRANGEMENT: none

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: 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.

APPRAISAL:

These records have historical value(s).

Scrapbooks which document agency history and functions have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Publicity and Industrial Development

SERIES: 5499

3

TITLE: Utah statistical studies

DATES: 1945-1953.

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: Department of Publicity and Industrial Development

SERIES: 1187

3

TITLE: WPA capital improvement survey data

DATES: 1937-1943.

ARRANGEMENT: None.

DESCRIPTION:

This series contains reports and correspondence for proposed projects by the Public Works Administration for the Office of Education, Salt Lake City Schools, Utah County School Districts, Armory Board, Road Commission, Fish and Game Commission, Counties, Public Welfare, Secretary of State, Cities and Towns.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition is based on the historic value of these records in documenting federal efforts to fund work projects during the Great Depression, as well as capital improvement projects that may have occurred in the state as a result of this effort.

PRIMARY DESIGNATION:

Public