

# Retention and Classification Report

**Agency:** Department of Public Safety. Planning and Research (799)

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Salt Lake City, UT 84119  
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**Records Officer:** \_\_\_\_\_

81458	*Building leases
83038	*Buildings and equipment inventory
81461	*Construction building projects

**AGENCY:** Department of Public Safety. Planning and Research

**SERIES:** 81458

1

**TITLE:** Building leases

**DATES:** 1950-1991.

**ARRANGEMENT:** Alphabetical by location

**DESCRIPTION:**

These records document lease agreements for buildings utilized by the Utah Highway Patrol. They include contracts, requisitions, purchase orders, lease records, correspondence, and papers related to the administration of payments.

**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 4 years after lease is terminated or until all audits have been completed and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Planning and Research

**SERIES:** 83038

1

**TITLE:** Buildings and equipment inventory

**DATES:** 1980-1991.

**ARRANGEMENT:** none

**DESCRIPTION:**

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**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 or until inventory list is updated and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Public Safety. Planning and Research

**SERIES:** 81461

1

**TITLE:** Construction building projects

**DATES:** 1979-1991.

**ARRANGEMENT:** Alphabetical by project

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 6 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public