

## Retention and Classification Report

**Agency:** Retirement Board (833)

540 East 200 South  
Salt Lake City, UT 84102-2001  
801-366-7700

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

05480	*Correspondence
17816	*Director's reports
29173	*Publications

**AGENCY:** Retirement Board

**SERIES:** 5480

3

**TITLE:** Correspondence

**DATES:** 1947-1979.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 80 years and then destroy.

Microfilm master: Retain in Archives for 80 years and then destroy.

Microfilm duplicate: Retain in Archives for 80 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). These records have administrative value for the state retirement program. Records have fiscal and legal value as they protect and indicate pension benefits for state employees.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Retirement Board

**SERIES:** 17816

3

**TITLE:** Director's reports

**DATES:** 1958-1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains the Director's monthly reports to the State Retirement Board. The reports contain information pertaining to meeting minutes, meeting agendas, investments, retirements, deaths, suspensions, reinstatements and fiscal and financial operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently 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.

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

**APPRAISAL:**

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

This series documents the history and functions of the agency and has research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Retirement Board

**SERIES:** 29173

3

**TITLE:** Publications

**DATES:** 1961-1971.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This series contains multiple publications put together by the State Retirement Board.

**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 series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of State Retirement Board activities.

**PRIMARY DESIGNATION:**

Public