

Retention and Classification Report

Agency: Utah. Dept. of Public Safety. Division of Safety Education and Promotion (888)

5263 South 300 West, #21
Salt Lake City, UT 84107

Records Officer: _____

02284	*Administrative records
02263	*Annual reports
02262	*Committee minutes
02261	*Minutes
02285	*Publications
02308	*Publicity records
05860	*Statistical data

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 2284

3

TITLE: Administrative records

DATES: 1950-1960.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 2263

3

TITLE: Annual reports

DATES: 1940-1967.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Division of Safety Education and Promotion (Safety Council) activities from the previous year with information pertaining to agency activities, agency staff, safety, accidents, legislation, and fiscal and financial operations.

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 Public Safety. Division of Safety Promotion

SERIES: 2262

3

TITLE: Committee minutes

DATES: 1940-1952.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records created by a committee or conference, 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 recordings if minutes are not taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 2261

TITLE: Minutes

DATES: 1939-1950.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records created by a committee or conference, 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 recordings if minutes are not taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

3

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 2285

3

TITLE: Publications

DATES: 1939-1994.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, safety, accidents, and all other activities of the Division of Safety Promotion (Safety Council). This series consists primarily of isolated publications not part of a more specific series.

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.

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 which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 2308

3

TITLE: Publicity records

DATES: 1952-1957.

ARRANGEMENT: none

DESCRIPTION:

Scrapbooks, records of awards, conference materials, and other publicity records promoting public safety.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Records which document the history and function of an agency are useful to researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Division of Safety Promotion

SERIES: 5860

3

TITLE: Statistical data

DATES: 1935-1955.

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.

PRIMARY DESIGNATION:

Public