

Retention and Classification Report

Agency: Board of Supplies and Purchase (1108)

, UT

Records Officer: _____

00188	*Account claims
23302	*Biennial reports
11895	*Fish and Game Department account book
01019	*Purchase register
23303	*Rules and regulations

AGENCY: Board of Supplies and Purchase

SERIES: 188

3

TITLE: Account claims

DATES: 1933-1939.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains claims from various state departments requesting money to cover specific expenses.

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).

These records detail supplies for state agencies in the 1930s.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Board of Supplies and Purchase

SERIES: 23302

3

TITLE: Biennial reports

DATES: 1929-1932.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Board of Supplies and Purchase activities from the two previous years with information pertaining to agency activities, agency staff, salaries, legislation, and fiscal and financial operations.

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.

APPRAISAL:

These records have historical value(s).

These records document the policies, procedures, and function of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Board of Supplies and Purchase

SERIES: 11895

TITLE: Fish and Game Department account book

DATES: 1927-1929.

ARRANGEMENT:

DESCRIPTION:

3

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: Board of Supplies and Purchase

SERIES: 1019

TITLE: Purchase register

DATES: 1928-1941.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Itemized lists of claims to be charged to agency appropriations were submitted to the Board of Supplies and Purchase for approval. Two different forms were used: Form F-2 and form F-2-B. Both are intermingled in two post binders. Both forms include the dates of the appropriation period, the date of the claim, the name of the department, and the name of the department head at the top of the form. Summaries at the bottom of the page include total, claims previously approved, total claims to date, appropriation, credits, and balance available. Distinct column headings for Form F-2 include: claim number; claimant; equipment; repairs; and permanent improvements. Distinct headings for Form F-2-B include: claim number; claimant; salaries, wages, and fees; office expenses; and travel. More specific categories appear under each major heading on both forms.

This majority of claims in this binder are from the Attorney General but a few from the Board of Parole are included. Correspondence regarding claims and other financial forms are also present.

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).

Provides a historical view of purchases for state agencies.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Board of Supplies and Purchase

SERIES: 23303

3

TITLE: Rules and regulations

DATES: 1931-1939.

ARRANGEMENT: Chronological.

DESCRIPTION:

These rules and regulations of the Board of Supplies and Purchase are created to administer purchases, supplies, meetings, fiscal and financial operations, and agency staff.

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 fiscal, and/or historical value(s).

These records document agency policies and procedures.

PRIMARY DESIGNATION:

Public