

Retention and Classification Report

Agency: Utah State Tax Commission. Economic & Statistical Unit (1150)

Tax Commission Building
210 North 1950 West
Salt Lake City, UT 84134
801-297-2200

Records Officer: _____

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AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22325

3

TITLE: Car and truck registrations in Utah reports

DATES: 1991-

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:

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84311

3

TITLE: Car and truck sales reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This report contains statistics and analysis of quarterly car and truck sales in Utah. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. This report includes a short review of each vehicle-class quarterly performance, as well as statistical tables showing comparisons and trends. Since vehicle sales significantly impact retail sales in the state, this report functions as an indicator of sales growth or decline throughout the state. It is intended for governmental or private enterprise use.

This report is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual report. The initial edition, published in 1982, includes all of 1980, 1981, and the first half of 1982. Subsequent editions-except 1985 and 1986-contain only quarterly reports.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84311

TITLE: Car and truck sales reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22373

3

TITLE: Corporate franchise tax reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports contain detailed descriptions of data from state corporate franchise tax returns with information pertaining to data description, apportionment, tax credits and base corporate tax data.

RETENTION:

Permanent. Retain until administrative need ends

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.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these reports in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22326

3

TITLE: Direct sales by zip code reports

DATES: 1987-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports with information pertaining to direct, taxable sale by zip code. The reports are divided into sections about the Wasatch Front, Salt Lake County, Utah County, Davis County, Weber County and all other Utah zip code sales by major industry. The information in the reports is presented primarily through charts, maps and tables.

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 based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84317

3

TITLE: Economic and tax research reports

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This report contains research publications of tax rates, revenues, and other considerations affecting taxes in Utah. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. These reports are produced to assist in governmental policy. The analyses include reports on Corporate income, Mineral production Withholding tax, the Impact of the President's tax proposal in Utah, Executive summary on property taxation, Broadening the sales tax base, Tax rate changes, Revenue forecasts, the Impact of federal tax reforms on state revenue and the effects of economic forces such as inflation and unemployment on the tax base. Each report also contains a summary and evaluation of the tax influences on the economy.

This report is added to quarterly as part of a computer spread sheet program (with periodic printouts), at the end of the fourth quarter this report becomes the annual report.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84317

TITLE: Economic and tax research reports

(continued)

and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22374

3

TITLE: Family based statistics of income reports

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports contain detailed descriptions of data from income tax returns and groups returns into units such as households or families and not individuals. The data are sorted by county, city and zip code with information pertaining to adjusted gross income, number of returns, federal tax paid, federal tax rate and number of exemptions.

RETENTION:

Permanent. Retain until administrative need ends

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.

APPRAISAL:

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Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84314

3

TITLE: Hotel sales, room rents, transient taxes and tourism taxes reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This report is an annual summary review of hotel sales and room rents. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. It includes three sections: hotel sales, room rents, and transient room taxes; resort communities sales tax and tourism, recreational, cultural and convention facilities tax; and historic transient room tax and tourism tax information. Each section outlines comparative trends and changes in various aspects of the industries, thereby reflecting a need for possible tax policy changes. The appendix also furnishes exact remittances by county.

The summary is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual summary.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84314

TITLE: Hotel sales, room rents, transient taxes and tourism taxes reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections. These are the statistical summaries used to create other studies.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22372

3

TITLE: Income tax statistics reports

DATES: 1988-

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports contain detailed descriptions of data from state income tax returns with information pertaining to data description, frequently asked questions, filing status, tax brackets, income class, and residency.

RETENTION:

Permanent. Retain until administrative need ends

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.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these reports in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 4102

3

TITLE: Largest sales taxpayers report

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are quarterly reports on taxable sales by institutions doing business in the state of Utah. This report provides data on sales, tax collection, and the economy in Utah. It is prepared by the Tax Commission's Economic Unit. The information is collected from the units quarterly sales and use tax returns. This includes Doing Business As, (business name and monthly ranking), sales account number, type of business, local and state sales tax totals, gross taxable sales and percent charges in taxable sales from the same quarter of the previous year. Also contains name of business, owners name and amount of tax collected.

This report is added to quarterly as part of a computer spread sheet program. At the end of the fourth quarter this report becomes the annual report.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office for 10 years and then erase.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 4102

TITLE: Largest sales taxpayers report

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on administrative need, and should be destroyed when need to use and compare has expired. The Tax Commission has indicated that 10 years will be sufficient for this purpose.

PRIMARY DESIGNATION:

Exempt UCA 59-1-403(1) (1991)

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84315

3

TITLE: Retail sales and services forecast reports

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This report is a detailed forecast of retail, service and equipment sales in Utah. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. These records are produced to assist governmental agencies in economic analysis and planning. The four sections respectively analyze the retail sales and services forecast with hindsight, summarize that year's highlights, provide a brief description of the model, and display the plots of simulated values for each sector. Each volume begins with a general explanation of the trends and changes during the year and a forecast of projected retail, service, and equipment sales. Tables and graphs help to illustrate the results.

This report is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual report.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84315

TITLE: Retail sales and services forecast reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84318

3

TITLE: Revenue forecast reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These revenue forecast reports are quarterly publications of real and projected tax revenue collections. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. These reports function as reference for governmental fiscal policy, and agencies use the information to guide their financial direction. The reports include economic analyses of the state, region, and nation; revenue comparisons for preceding years; and revenue updates of collections forecasts. Specific information covers economic growth indicators such as employment statistics and wage growth as well as economic and tax revenue outlooks. An appendix of statistical data concludes the reports.

This report is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual report.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or 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 Office permanently.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84318

TITLE: Revenue forecast reports

(continued)

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s). The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84313

3

TITLE: Selected state tax rates reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is a biannual statistical report that compares business and income tax burdens for selected western states. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah.

Each volume contains a profile of various state business and income tax burdens, comparative analyses and various tables for clarification. A summary outlines each section and explains data and comparisons. This series is produced to assist in economic and tax policy making. Current reports include statistics on all states and some summary of analysis.

This report is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual report.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84313

TITLE: Selected state tax rates reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections. This is an important source for data on the Utah economy and tax rates

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 16572

3

TITLE: Statistical survey working papers

DATES: 1980-

ARRANGEMENT: Numerical by report type, thereunder chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These work papers provide documentation used to prepare the published statistical reports. They contain copies of returns, questionnaires, surveys, compilations, and other documents generated by taxpayers or by Tax Commission employees.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office until administrative need ends and then erase.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the needs expressed by the Tax Commission to retain these working papers until the statistical report has been compiled. After the statistical report has been compiled, these working paper are no longer valuable and can be destroyed.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 16572

TITLE: Statistical survey working papers

(continued)

PRIMARY DESIGNATION:

Private For workpapers on individuals.

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(13)(2008)

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84312

3

TITLE: Statistics of income report

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This statistical report is regarding personal income and federal taxes paid by the people of Utah. It functions as a reference for public and private economic planning. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. This data include total adjusted gross income, statistics, percentage tax distribution among the population and average tax paid per return. The report lists this data for both the state as a whole, and the counties and major Utah cities to allow for more specific and varied analyses.

This report is added to quarterly as part of a computer spread sheet program, at the end of the fourth quarter this report becomes the annual report.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

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

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84312

TITLE: Statistics of income report

(continued)

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

APPRAISAL:

These records have administrative, and/or historical value(s). The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84316

3

TITLE: Taxable retail sales and purchases report

DATES: 1981-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These are annual reports of Utah gross retail sales and purchases. They are produced to provide a review of retail sales for governmental or private enterprise economic managers. UCA 59-1-210 (24), 1990, requires the Tax Commission to compile and publish statistics relating to taxation in the state of Utah. The report includes various statistical manipulations, such as the distribution of shoes retailed by industry and/or classified by city and county. The first section outlines an analysis and summary of the data.

This report is added quarterly as part of a computer spread sheet program; at the end of the fourth quarter this report becomes the annual report. Most fourth quarter volumes include calendar year-end statistics.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 1986 and continuing to the present. Retain in Office until administrative need ends and then delete.

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 84316

TITLE: Taxable retail sales and purchases report

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The agency has indicated an administrative need for these publications. These reports are also of historical value. They document government policy and would assist researchers in understanding economic influences on tax collections.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 24204

3

TITLE: TC-23 monthly revenue summaries

DATES: 1994-

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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 23942

3

TITLE: Utah's household tax burdens report

DATES: 2001-

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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Economic & Statistical Unit

SERIES: 22393

3

TITLE: Western states' tax burdens reports

DATES: 1984-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports with information pertaining to business tax burdens, household tax burdens, tax capacity, tax effort, methodology, and business shares of sales and property taxes, from a number of western states.

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 based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public