

## Retention and Classification Report

**Agency:** Dept. of Community and Economic Development. Division of Travel Development  
(1151)  
Utah Office of Tourism  
324 South State Suite 500  
Salt Lake City, UT 84111  
801-538-1900

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

02500	*Administrative records
02993	*Annual reports
02510	*Audit reports
19001	*Budget operating report roll
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19000	*Visitor register roll
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**AGENCY:** Office of Tourism

**SERIES:** 2500

**TITLE:** Administrative records

**DATES:** 1963-1965.

**ARRANGEMENT:** Alphanumerical

**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:** Office of Tourism

**SERIES:** 2993

3

**TITLE:** Annual reports

**DATES:** 1954-1972.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports of Division of Travel Development (Travel Council) activities from the previous year with information pertaining to agency activities, advertising, travel, tourism, promotion, publicity, information centers, 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.

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

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

Microfilm master: Retain in Archives permanently.

**APPRAISAL:**

These records have historical value(s).

Annual Reports document the history and functions of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2510

1

**TITLE:** Audit reports

**DATES:** 1957-1971.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are copies of the State Auditor's reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 19001

3

**TITLE:** Budget operating report roll

**DATES:** 1967-1972.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are budget operating reports tracking travel expenses and administrative expenses.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.

**AGENCY:** Office of Tourism

**SERIES:** 2408

3

**TITLE:** Calendar of events

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These calendars support the agency's function to promote tourism in the state. The calendars provide information about events of interest including dates, cities, locations, and names of the events.

**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.

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

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

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions and have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 2408

**TITLE:** Calendar of events

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 11063

3

**TITLE:** Capitol tourist registers

**DATES:** 1957-1971.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Register pages of tourists who visited the capitol.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until reviewed by archivist and then destroy.



**AGENCY:** Office of Tourism

**SERIES:** 27443

3

**TITLE:** Council Hall and agency history

**DATES:** 1961-1975, 2004, 2008-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the agency's history and efforts to promote tourism in the state. They may include scrapbooks, photographs, articles, program notes, and information about agency development, as well as events and programs sponsored or funded by the agency.

**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 Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the history of the historical Council Hall (Utah's second capitol). Most files date from around the time the building was acquired by the State of Utah. In addition, it includes record of the history of the agency.

**AGENCY:** Office of Tourism

**SERIES:** 27443

**TITLE:** Council Hall and agency history

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2501

3

**TITLE:** Executive correspondence

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records support the agency's function to promote tourism in the state. These records are incoming and outgoing business-related correspondence of agency executives, including email, that provide unique information relating to the functions, policies, procedures or programs of a state agency.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Executive email documents decision-making and provides agency history.

**AGENCY:** Office of Tourism  
**SERIES:** 2501  
**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.

**AGENCY:** Office of Tourism

**SERIES:** 2511

**TITLE:** Fiscal records

**DATES:** 1968-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Office of Tourism

**SERIES:** 28395

1

**TITLE:** International Travel Trade Records

**DATES:** 2007-2013.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are International Media and Travel Trade documents. They are press clippings, magazines, travel books, etc. for international media. Also includes travel trade (tour operator) books and catalogs for given years/dates. Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Tourism

**SERIES:** 5864

3

**TITLE:** Maps and charts

**DATES:** 1947-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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:** Office of Tourism

**SERIES:** 2515

3

**TITLE:** Meeting minutes

**DATES:** 1965-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains minutes from agency meetings.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**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:** Office of Tourism

**SERIES:** 2994

3

**TITLE:** News releases

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are created for distribution to the news media or the public via social media. Records include speeches, press releases, public announcements, images, public interest items, or similar records.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

News releases document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2509

3

**TITLE:** Personnel records

**DATES:** 1958-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records are the complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to Utah Code 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**AGENCY:** Office of Tourism

**SERIES:** 2509

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)(2019)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(2)(b)(2018)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**AGENCY:** Office of Tourism

**SERIES:** 2505

3

**TITLE:** Press packets

**DATES:** ca. 1965-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Press releases document an agency's activities and history and provide ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2508

3

**TITLE:** Publications

**DATES:** ca. 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

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, travel, tourism, parks, recreation, lodging, camping, hiking, ghost towns, tours, hunting, fishing, and all other activities of the Division of Travel Development (Travel Council). Consists primarily of isolated publications not part of a more specific series.

**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.

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.

**AGENCY:** Office of Tourism

**SERIES:** 2508

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2502

4

**TITLE:** Publicity photographs

**DATES:** 1950-1969.

**ARRANGEMENT:** Alphabetical by travel region, thereunder photographs alphabetical by location or event, and slides alphabetical.

**DESCRIPTION:**

The Division of Travel Development (previously the Utah Travel Council) photographed the Utah landscape in the 1950s and 1960s to assist in their goal of providing publicity for the state. The division wanted to have a library of still photographs available for their own use, and to assist any individual or agency in promoting recreation and tourism within the state. Photographs in this collection were taken throughout the state, and are primarily scenic views, including many designated tourist spots, recreation sites, and panoramic landscapes. The travel council also photographed recreational activities such as boating and skiing, as well as activities and events they sponsored. This collection includes black and white prints, negatives, and color slides. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

Photo negatives: Retain in State Archives permanently with authority to weed.

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

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

**AGENCY:** Office of Tourism

**SERIES:** 2502

**TITLE:** Publicity photographs

(continued)

**APPRAISAL:**

These records have historical value(s).

These photographs document the Utah landscape in the 1950s and 1960s. They also document some activities and events sponsored by the Travel Council.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.



**AGENCY:** Office of Tourism

**SERIES:** 22907

3

**TITLE:** Tour guides

**DATES:** ca. 1966-1991.

**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.

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).

These publications document agency history and functions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 3000

3

**TITLE:** Travel brochures

**DATES:** ca. 1965-1980.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This series contains travel brochures by the Division of Travel Development (Travel Council) promoting Bridgerland, Canyonlands, Castle Country, Color Country, Dinosaurland, Golden Spike Empire, Great Basin Country, Mountainland, Panoramaland, and Great Salt Lake Country regions of Utah. The Travel Council sectioned the state into various regions based on historical or natural features of each area. The brochures contain information pertaining to history, recreation, attractions, annual events, lodging, tours, and transportation.

**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.

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 document agency history and functions. Publications have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 3000

**TITLE:** Travel brochures

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2435

3

**TITLE:** Travel guides

**DATES:** 1966-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains travel guides published by the Division of Travel Development (Travel Council) promoting Utah. The guides contain information pertaining to history, culture, visitor resources, parks, forests, wilderness areas, scenic byways, hiking, winter sports, bicycling, water sports, wildlife, golf, historical sites and buildings, museums, performing arts, events, festivals and celebrations.

**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.

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 document agency history and functions. Publications have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 2435

**TITLE:** Travel guides

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 22917

3

**TITLE:** Travel industry reports

**DATES:** 1962-1982.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports commissioned by the Division of Travel Development (Travel Council) reporting travel industry conditions in Utah. The reports contain information pertaining to conferences, travel industry, visitor facilities, tourist travel opinion surveys, travel development, summer tourism, tourist expenditures, motor vehicle travel, and resident recreation travel. 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).  
Publications document the history and functions of the agency.  
They have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 22807

3

**TITLE:** Travel posters

**DATES:** ca. 1975, 2007-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are posters published and distributed by the agency in order to promote Utah as a tourist destination.

**RETENTION:**

Permanent. Retain for 10 year(s)

**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 Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The records in this series document travel promotion.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on.

**AGENCY:** Office of Tourism

**SERIES:** 5544

3

**TITLE:** Travel promotion films and audiovisual material

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by title

**DESCRIPTION:**

Movie films, soundtracks, reel-to-reel audio tapes, one B/W photo, slides. May have some other agencies' materials boxed with them (Fish and Game? University of Utah health films? Rampton campaign?). Includes: Boham deer hunt; Southern Utah Counties; Flaming Gorge; Deer hunting on a tote gote; Utah tourist kids parade; Frontiers in Wyoming water; UTC Pres'n.; Utah Tourist; Different World of Utah; Ski Utah; Days of '47 Parade; Concrete Arch; Tourist Publicity; Federal and Hidden Splendor-Wyoming; Rampton election campaign; How to make a potato print; Hydraulic patient lifter; How to say no; Combined States ski film; Early Lake Powell; Flight of the Snowbirds; Weber Basin; Snow; Water; Clear water on the Colorado; Game Trails; Adventuring in Utah; Colorado River; Hidden Splendor; Canyon Conquest; Operation Glen Canyon; Four Corners & Northwest; Southeastern Utah; To tell or not to tell; Operation Fish and Game; Fastest mile ever driven (Bonneville Salt Flats and Mormon Meteor) included, at least on the video copy.

**RETENTION:**

Permanent. Retain for 3 year(s) after end of project or program

**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:**

Motion picture film master: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.



**AGENCY:** Office of Tourism

**SERIES:** 5544

**TITLE:** Travel promotion films and audiovisual material

(continued)

Video recordings master: Retain in Office for 3 years after end of campaign project and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The films and audiovisual materials document the history of the state and well as the functions of the agency. These have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 2514

3

**TITLE:** Travel study records

**DATES:** 1960-1972.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains correspondence, reports, research information, pamphlets, brochures, newspaper clippings, etc.

**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).

Records in this series document agency history and functions. The records have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 3084

3

**TITLE:** Traveler newsletter

**DATES:** 1960-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contain newsletters by the Division of Travel Development (Travel Council) promoting Utah. The newsletters contain information pertaining to agency activities, agency staff, events, and travel news.

**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.

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:** Office of Tourism

**SERIES:** 1364

3

**TITLE:** Utah news clippings

**DATES:** ca. 1945-1950; 1960-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records include newspaper and magazine articles about various Utah-related matters, published by local and national publications, as well as radio spot scripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**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.

**APPRAISAL:**

These records have historical value(s).

Newspaper clippings which document agency history and functions have ongoing research value.

**AGENCY:** Office of Tourism

**SERIES:** 1364

**TITLE:** Utah news clippings

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 27393

3

**TITLE:** Utah State Capitol renovation exhibit

**DATES:** 2008-2010.

**ARRANGEMENT:**

**DESCRIPTION:**

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

**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 Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This exhibit documents history of the Capitol including the renovation measures taken to preserve the building.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 22913

3

**TITLE:** Utah story pamphlets

**DATES:** ca. 1942-1999.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains pamphlets by the Division of Travel Development (Travel Council) promoting Utah. The pamphlets contain information pertaining to prehistory, earliest inhabitants, trails, trailblazers, Mormons, statehood, capital city, population, religion, travel, recreation, technology, industry, land, wildlife, mineral resources, culture and state symbols.

**RETENTION:**

Permanent. Retain for 10 year(s)

**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 Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These publications document the history of the state and the functions of the agency in promoting the tourism industry.

**AGENCY:** Office of Tourism

**SERIES:** 22913

**TITLE:** Utah story pamphlets

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.



**AGENCY:** Office of Tourism

**SERIES:** 19000

3

**TITLE:** Visitor register roll

**DATES:** 1968-2010.

**ARRANGEMENT:**

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Records documenting visits to agencies, usage of materials, and other information about the public's contact with government. Information may include names, home city and state, number in party, and purpose of visit.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

Microfilm master: Retain in Office for 6 months and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Tourism

**SERIES:** 22908

3

**TITLE:** Winter vacation guides

**DATES:** ca. 1960-1993.

**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).  
Publications document agency history and functions. They have ongoing research value.

**PRIMARY DESIGNATION:**

Public