

## Retention and Classification Report

**Agency:** Utah Commission for Women and Families (1760)

1124 State Office Building  
Salt Lake City, UT 84114

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

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**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22280

3

**TITLE:** Commission annual retreat records

**DATES:** 1996-2005.

**ARRANGEMENT:** Chronological by event date

**DESCRIPTION:**

These records document the Commission on Women and Families annual retreats. The retreats are used to discuss goals for the coming year and accomplishments of the past year. Information includes minutes, agenda, records of hotel accommodations, and lists of speakers. Information may also include photographs if any were taken and any other documents pertaining to the meetings.

**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 for 3 years after the end of the retreat and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidentiary value of these records in documenting the activities and history of the Commission on Women and Families.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 10313

3

**TITLE:** Commission meeting records

**DATES:** 1964-2005.

**ARRANGEMENT:** Chronological meeting date

**DESCRIPTION:**

These are records created by the Commission on Women and Families. The Commission was originally established to advise and confer with the governor and state agencies in Utah on issues concerning the status of women. Its mission was broadened in 1990 to include the families as a whole. The Commission was created and governed by UCA 63-47 (1999). The Commission deals with a variety of issues including education, employment, welfare reform, legislation, child care, aging, teen pregnancy, rape, equal rights, family services, housing, and abortion. It also serves as a contact and coordinating group to analyze state and local programs to determine if they adequately serve women, and to protect the rights of all people in Utah. Information includes committee minutes, activities, and accomplishments of each meeting. The information serves to provide some history of the Commission and its activities.

**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 Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the secondary value to researchers interested in the functions of government agencies.

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 10313

**TITLE:** Commission meeting records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22279

3

**TITLE:** Commission project records

**DATES:** 1996-2005.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by project name

**DESCRIPTION:**

These records document projects conducted by the Commission on Women and Families to benefit women and families in Utah.

Information in the files include project descriptions, Commission meeting agenda, correspondence, facts pertinent to the projects, and some publications related to the projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after project is complete and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the value of these records to research of the Commission on Women and Families and its activities.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(a)

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22282

3

**TITLE:** Commissioner appointment and resignation files

**DATES:** 1991-2005.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the appointment and resignation of members of the Commission on Women and Families. Information includes member's name, date of appointment and, when applicable, date of resignation. The records are used to track and document the terms of each member of the Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after member resigns or expiration of member's term and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(a)

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22283

1

**TITLE:** Employment applications not hired

**DATES:** 1991-2004.

**ARRANGEMENT:** Alphabetical by job position, thereunder chronological by year

**DESCRIPTION:**

These records are resumes of applicants for employment with the Commission on Women and Families, but who were not hired. The resumes are kept for 3 years after the position is filled for possible consideration for future openings.

**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 3 years after position is filled and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(a)

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22274

1

**TITLE:** Executive correspondence

**DATES:** 1964-2005.

**ARRANGEMENT:** Alphabetical by topic, thereunder chronological by date of correspondence.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**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 5 years after being microfilmed and then transfer to State Archives 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 disposition is based on the evidentiary value of these records in documenting the history of the Commission on Women and Families.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22278

1

**TITLE:** Grants

**DATES:** 1991-2004.

**ARRANGEMENT:** Chronological by approval date

**DESCRIPTION:**

These records document the allocation of grants from Commission funds. Information includes names of grant recipients, grant application and proposal, findings amount awarded, and justification for awarding the grant.

**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 3 years after grant is awarded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22275

3

**TITLE:** Publications

**DATES:** 1991-2005.

**ARRANGEMENT:** Chronological by date published, thereunder alphabetical by title of publication.

**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 Office for 1 month after published and then microfilm and transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives 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 disposition is based on the evidentiary value of these publications in documenting the history and activities of the Commission on Women and Families.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22281

3

**TITLE:** ReportHer

**DATES:** 1970-2005.

**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 Office for 1 month after publication and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of this information in documenting the activities and accomplishments of the Commission on Women and Families.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22284

3

**TITLE:** Scrapbooks

**DATES:** 1985-2005.

**ARRANGEMENT:** none

**DESCRIPTION:**

These scrapbooks contain photographs from Commission on Women and Families activities and functions. They provide a pictorial history of the agency as it conducted its duties and programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidentiary value of these photographs in documenting the history of the Commission on Women and Families.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22273

3

**TITLE:** Travel reimbursements

**DATES:** 1964-2005.

**ARRANGEMENT:** Chronological , thereunder alphabetical by name of person reimbursed  
**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22277

3

**TITLE:** Unsuccessful grant applications

**DATES:** 1991-2004.

**ARRANGEMENT:** Chronological by date of denial

**DESCRIPTION:**

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Unsuccessful grant application files, GRS-1746.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22276

3

**TITLE:** Utah Women and the Law

**DATES:** 1987-2005.

**ARRANGEMENT:** Chronological by year printed.

**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 Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidentiary value of this information in documenting the evolution of laws pertaining to women.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Utah Commission for Women and Families

**SERIES:** 22271

3

**TITLE:** Women's History Trails publications

**DATES:** undated.

**ARRANGEMENT:** Alphabetical by title.

**DESCRIPTION:**

These leaflets, produced in cooperation with Utah Heritage Foundation, Utah State Historical Society and Utah Women's History Association, contain information about history pertaining to female entrepreneurs, club movement, professions, education and religion. One leaflet covers activities in Salt Lake City, while the other covers Logan.

**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 program achievements and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.