

Retention and Classification Report

Agency: Utah Symphony Society Orchestra (1793)

, UT

Records Officer: _____

01061	*Financial records
01062	*Publicity records
14082	*Scrapbooks
06447	*Utah Symphony scrapbook material

AGENCY: Department of Community Affairs. Division of Fine Arts. Utah Symphony

SERIES: 1061

3

TITLE: Financial records

DATES: 1944-1969.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains various financial records maintained by the State Symphony Orchestra's administration. The records document receipts, disbursements, and a 1969 appropriation request to the legislature. A financial report is also included, spanning the years from 1949-1956.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Records in this series document the history of the symphony.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community Affairs. Division of Fine Arts. Utah Symphony

SERIES: 1062

3

TITLE: Publicity records

DATES: 1946-1972.

ARRANGEMENT: Alphabetical by subject, thereunder chronological

DESCRIPTION:

This series contains publicity records created and collected by the Utah Symphony Orchestra. The bulk of the records are comprised of newspaper clippings. News releases, newsletters, posters, and programs are also included.

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 1 year 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.

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

APPRAISAL:

These records have historical value(s).

These records provide evidence of agency history and functions.

They have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community Affairs. Division of Fine Arts. Utah Symphony

SERIES: 14082

TITLE: Scrapbooks

DATES: 1940-1983.

ARRANGEMENT: Chronological in numbered books

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Community Affairs. Division of Fine Arts. Utah Symphony

SERIES: 6447

3

TITLE: Utah Symphony scrapbook material

DATES: i 1966-1983.

ARRANGEMENT: Alphanumerical

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 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.

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).

Scrapbooks document document agency history and functions. These records have ongoing research value.

PRIMARY DESIGNATION:

Public