

Retention and Classification Report

Agency: Division of Business and Economic Development. Business Expansion and Retention Program (1827)
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Records Officer: _____

14802	*Aerospace Council minutes
14796	*Biomedical Industry Council minutes
14795	*Defense Conversion Team minutes
14808	*Executive correspondence
14804	*Hill Air Force Base Easement Advisory Committee minutes
14805	*Industry Clusters Task Force minutes
14803	*Information Technology Task Force minutes
14807	*Monthly activity reports
14801	*Small Business Advisory Council minutes
14806	*Utah Quality Award Task Force minutes

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14802

3

TITLE: Aerospace Council minutes

DATES: 1988-1992.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These minutes, agenda, and related documents of the quarterly meetings of the Aerospace Council document the council and its conclusions or recommendations. Information includes names of persons present, meeting dates, items considered, and decisions or conclusions reached. This entity was superseded by the Defense Conversion Team.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14802

TITLE: Aerospace Council minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development. Business Development Program

SERIES: 14796

3

TITLE: Biomedical Industry Council minutes

DATES: 1990-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and related documents of the quarterly meetings of the Biomedical Industry Council document the council, its conclusions, and recommendations. Information includes names of persons present, dates of meetings, items considered, and decisions or conclusions reached.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14796

TITLE: Biomedical Industry Council minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14795

3

TITLE: Defense Conversion Team minutes

DATES: 1993-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and any related documents of the quarterly meetings of the Defense Conversion team document the team, its conclusions, and recommendations. Information includes names of persons present, dates of meetings, items considered, and decisions or conclusions reached. This entity replaced the Aerospace Council.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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APPRAISAL:

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Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14795

TITLE: Defense Conversion Team minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14808

1

TITLE: Executive correspondence

DATES: 1993-2005.

ARRANGEMENT: Chronological

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:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development. Business Development Program

SERIES: 14804

3

TITLE: Hill Air Force Base Easement Advisory Committee minutes

DATES: 1994-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and related documents of the monthly meetings of the Hill Air Force Base Easement Advisory Committee document the committee and its conclusions or recommendations. Information includes names of persons present, dates of meetings, items considered, and decisions or conclusions reached.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

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PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14805

3

TITLE: Industry Clusters Task Force minutes

DATES: 1994-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and related documents of the monthly meetings of the Industry Clusters Task Force document the task force and its conclusions or recommendations. Information includes names of persons present, dates of meetings, items considered, and decisions or conclusions reached.

RETENTION:

Permanent. Retain for 3 year(s)

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

Paper copy: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14805

TITLE: Industry Clusters Task Force minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14803

3

TITLE: Information Technology Task Force minutes

DATES: 1990-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These minutes, agenda, and related documents of the quarterly meetings of the Information Technologies Task Force document the task force and its conclusions or recommendations. Information includes names of persons present, meeting dates, items considered, and decisions or conclusions reached.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

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Disposition is based upon the future research value of the data contained within this series.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14803

TITLE: Information Technology Task Force minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14807

3

TITLE: Monthly activity reports

DATES: 1985-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly reports of the activities of the Business Development Office facilitate administrative oversight and provide historical documentation of the activities of the agency.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of this information to researchers interested in agency activities and accomplishments.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development. Business Development Program

SERIES: 14801

3

TITLE: Small Business Advisory Council minutes

DATES: 1993-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and related documents of the quarterly meetings of the Small Business Advisory Council document the council and its conclusions or recommendations. Information includes names of persons present, dates of meetings, items considered, and decisions or conclusions reached.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

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AGENCY: Department of Community and Culture. Division of Business and Economic Development.
Business Development Program

SERIES: 14801

TITLE: Small Business Advisory Council minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Community and Culture. Division of Business and Economic Development. Business Development Program

SERIES: 14806

3

TITLE: Utah Quality Award Task Force minutes

DATES: 1994-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agenda, and related documents of the quarterly meetings of the Utah Quality Award Task Force document the task force and its conclusions or recommendations. Information includes names of persons present, meeting dates, items considered, and decisions or conclusions reached.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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Public

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This report was reviewed and updated on 02/2015.