

Retention and Classification Report

Agency: Department of Administrative Services. Sports Authority (1830)

2110 State Office Building
Salt Lake City, UT 84114-0000

Records Officer: _____

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15133	*Accounts payable records
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AGENCY: Department of Administrative Services. Sports Authority

SERIES: 23124

1

TITLE: Accounting administrative files

DATES: 1993-1999.

ARRANGEMENT: Chronological by month

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

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 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 15133

3

TITLE: Accounts payable records

DATES: 1993-1999.

ARRANGEMENT: Chronological by fiscal year Alphabetical by vendor

TOTAL VOLUME: 5.00 cubic feet.

DESCRIPTION:

These records are used to pay bills for supplies, services or repairs provided by non-state agencies. They include copies of checks, invoices, purchase orders, and receiving reports.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center 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 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 22288

3

TITLE: Accounts receivable records

DATES: 1993-1999.

ARRANGEMENT: Chronological by month

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

Invoices billing non-state agencies or institutions for supplies, services or repairs provided by an agency.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 42 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25008

3

TITLE: Annual budget records

DATES: 1990-2003.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.50 cubic feet.

DESCRIPTION:

This series includes Board approved annual budgets with the justifications and workpapers for each budget. Budgets were used to manage and track specific revenues and expenditures. Records contain specific information about funds and line item budgets, as well as projections on sales tax diversions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records document agency history

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25003

1

TITLE: Audited financial reports

DATES: 1991-2003.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This series contains Olympic Special Revenue Fund annual reports prepared by the Office of State Finance and the State Auditor's Office. Reports include the financial information for the year as well as information on the status of Olympic construction projects. Reports were prepared by internal and external auditors as a result of a financial audit.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
Audit reports documents agency history

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 24994

3

TITLE: Board records

DATES: 1990-2003.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These records were created by the Utah Sports Authority Board. They relate to the executive establishment, organization, membership, and policies set by the board. Includes agendas, meeting minutes, meeting reports, etc.

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

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302 UCA (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25009

3

TITLE: Cash receipts

DATES: 1998-1999.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

This series contains agency copies of receipts given to customers who paid cash, those who paid with credit cards, reconciliation of daily receipts received, and the cash register tape for the Utah Olympic Park. It also includes copies of daily bank deposit slips.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 22321

3

TITLE: Contracts and user agreements

DATES: 1993-1999.

ARRANGEMENT: Alphabetical by name.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These agreements are vendor contracts which document purchases over \$2000, as specified by state purchasing policies and procedures. Information include names, dates, items and services purchased, and monetary amounts. User agreements document the terms users of park facilities are required to abide by, along with proof of insurance. Information includes names, dates, insurance carriers, and signatures.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 120 months and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the value of this information to researchers of the Winter Sports Park, formerly under the Utah Sports Authority.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 15136

3

TITLE: Executive correspondence

DATES: 1993-1999.

ARRANGEMENT: Alphabetical by subject.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records document the organization and function of the Winter Sports Park. Information includes correspondence, memos, and policies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months 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 administrative, and/or historical value(s). This disposition is based on the value of this information to researchers of the Winter Sports Park, formerly under the Utah Sports Authority.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25021

3

TITLE: Financial Transactions

DATES: 1990-2003.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

This series includes agency copies of Financial Information Resources System (FIRMS) and Financial Information Network (FINET) transactions. This series contains documentation of cash receipts, inter-departmental financial activities, expenditure requests, and journal vouchers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This disposition is based upon the record's secondary historical value. These records help document the Utah Sports Authority's preparation for the 2002 Winter Olympic Games.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 24993

1

TITLE: Non-Utah olympic venue studies

DATES: 1990-1994.

ARRANGEMENT: Alphabetical by city name.

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These records were used to determine the estimated cost of building Olympic venues in Utah, as well as maintaining these venues once built. They include detailed information compiled by previous Olympic host cities and cities that have other related Olympic venues. They contain information about venue cost, engineering, capacity, operations, etc. These records were not created by the agency but were maintained for administrative reference.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 24996

3

TITLE: Olympic bid process files

DATES: 1990-1995.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These records were used in conjunction with the Salt Lake Organizing Committee (SLOC) during the Olympic bidding process. They were sent to both the United States Olympic Committee (USOC) and the International Olympic Committee (IOC) to update them on Salt Lake City's efforts in hosting the Olympic games. Series records include the IOC Charter Media Guide, IOC site visits, IOC bid book and many preliminary cost estimates.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: 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 administrative, fiscal, and/or historical value(s). These records document the olympic bid process and provide background on Utah's olympic games.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25006

3

TITLE: Olympic grants

DATES: 1990-2003.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records contain information on grants received and dispersed from the Olympic Special Revenue Fund. Records contain information about the Sports Authority Revolving Fund account, paralympic grants from the federal government, and information from local grant recipients.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These grants have research value

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25002

3

TITLE: Olympic legislation records

DATES: 1990-2002.

ARRANGEMENT: Chronological, thereunder numerical by bill number.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This series contains information on proposed legislation concerning the 2002 Winter Olympic games. Records were used to propose legislation governing the sales, payments and other related transactions made between the State of Utah and the Salt Lake Organizing Committee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s). Records document the olympic movement in Utah and the State's commitment to the games.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25020

3

TITLE: Olympic Special Revenue Fund financial reports

DATES: 1989-2003.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

This series contains all monthly Financial Information Network (FINET) and Financial Information Resources System (FIRMS) reports for the Olympic Special Revenue Fund. Includes information about the fund's revenue and expenditure status, cash deposits, and monthly general ledger activity.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This disposition is based upon the record's secondary historical value. These records help document the Utah Sports Authority's preparation for the 2002 Winter Olympic Games.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 24997

3

TITLE: Olympic venues construction files

DATES: 1990-2002.

ARRANGEMENT: Alphabetical by venue; chronological thereafter.

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

This series includes budget estimates created in conjunction with the Department of Facilities Construction and Management to verify that construction expenditures did not exceed the Sports Authority budget. These records were used to monitor the construction costs of certain Olympic venues. Records include construction meeting notes, weekly budget updates, preliminary RFP's from local ice sheets, and information on construction projects that later came under Salt Lake Organizing Committee (SLOC) ownership.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: 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 administrative, fiscal, and/or historical value(s). These records document the construction process of several olympic venues and provide background on the olympic venue bidding process.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 15135

3

TITLE: Park administrative records

DATES: 1993-1999.

ARRANGEMENT: Alphabetical by subject or event.

TOTAL VOLUME: 6.00 cubic feet.

DESCRIPTION:

These records contain general administrative files, including documentation of events held at, or in conjunction with, the Winter Sports Park. Includes correspondence to and from various committees, Planning Committee minutes, membership information, advertising for events, art work, guest lists, participant lists, event tickets, event guidelines, event programs, competition results, brochures, handouts, and construction updates.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: For records beginning in 1993 through 1999. Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 54 months and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the value of this information to researchers of the Winter Sports Park, formerly under the Utah Sports Authority.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 23123

3

TITLE: Payroll register

DATES: 1993-1999.

ARRANGEMENT: Chronological by date

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private UCA 63-G-302(2008)

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 23123

TITLE: Payroll register

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 22290

3

TITLE: Payroll summary report

DATES: 1993-1999.

ARRANGEMENT: Chronological by fiscal year thereunder alphabetical by employee

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Summary time report, GRS-1878.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 24998

3

TITLE: Salt Lake Organizing Committee transition files

DATES: 1998-1999.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records were created to transfer the ownership of state owned Olympic venues to the Salt Lake Organizing Committee. Documents were used to facilitate a smooth transition by outlining and differentiating the State's responsibilities from those of the Committee. Documents include the purchase agreement, action items, and transition meeting notes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records document the history of the SLOC

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 22289

1

TITLE: Telecommunications bills

DATES: 1993-1999.

ARRANGEMENT: Chronological by month

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

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 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 25007

3

TITLE: Utah Sports Authority written histories

DATES: 1990-2003.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This series contains photographs, news media articles, and other documentation of agency related events. Information about the post-Olympic status of funds and projects is also included. 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:

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have research value as they document the agency and it's programs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Sports Authority

SERIES: 15134

3

TITLE: Waivers and authorization forms

DATES: 1992-1999.

ARRANGEMENT: Chronological by date.

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These forms verify that an individual has waived and released the Winter Sports Park from any claims for damages that an individual may make against the Park. Information includes the date, signature of individual or parent/legal guardian, date of birth, and address. May also include competitor medical authorization release form which is completed by all competitors participating in events held at the Park. Information includes insurance coverage and medical history. Also includes the lift log, which documents the dates for which the lift was open for use.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 24 months and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the value of this information to researchers of the Winter Sports Park, formerly under the Utah Sports Authority.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.