

## Retention and Classification Report

**Agency:** Utah Statehood Centennial Commission (2506)

324 South State  
Salt Lake City, UT 84111

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

18635	*Administrative records
19204	*Advertising and public relations records
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**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18635

3

**TITLE:** Administrative records

**DATES:** 1992-1997.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 4.50 cubic feet.

**DESCRIPTION:**

These records document the varied activities of the Centennial Commission. They include general office records such as personnel files, budget records, audit reports, computer working discs, etc. They also include the work records, calendars, reports, correspondence, photographs, etc. pertaining to the special events and activities sponsored in honor of the centennial: Buffalo soldiers visit, ambassador program, passport program, centennial tree, State fair activities, kick-off events, balls, workshops, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of the centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value this information holds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19204

3

**TITLE:** Advertising and public relations records

**DATES:** 1994-1996.

**ARRANGEMENT:** Alphabetical by subject.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records were the working files of the public relations officer of the Centennial Commission from May 1994 through August 1996, who worked with the media, did public relations, and advertising. Information includes correspondence, drafts of press releases, and other information about centennial events.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year 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 these records hold for researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14938

3

**TITLE:** Annual reports

**DATES:** 1988-1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These annual reports are submitted by the Centennial Commission to the State Legislature. They facilitate effective oversight of the commission by the legislature and document the history, policies, and activities of the commission. Information includes descriptions of projects underway, statistical information on the progress of the licensing and grant programs, and related information.

**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 year after centennial celebration and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the state's centennial activities, programs, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18618

**TITLE:** Audio-visual materials

**DATES:** 1996-1997.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

Videos, cassette tapes, and compact discs, including radio and television spots, a promotional video distributed to all schools and agencies, music, etc. pertaining to centennial activities around the state.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

Video recordings duplicate: Retain in Office until administrative need ends and then destroy.

Sound recordings: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value of this information.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

3

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19200

3

**TITLE:** Centennial products

**DATES:** 1992-2005.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Various publications and products created as part of the centennial. Includes lesson plans, Beehive History, songs, scrapbooks, legacy plaques, calendar, History Blazer, vendor catalog, etc.

**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 until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting Commission's achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19198

1

**TITLE:** Chronological files

**DATES:** 1992-1994.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This outgoing correspondence of the Centennial Commission director, plus news releases and similar material, documents the history of the commission, its policies, and the activities of its director. Correspondence and similar dated material provides running documentation of what the Centennial Commission did.

**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 end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the Commission's achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14617

3

**TITLE:** County centennial committees case files

**DATES:** 1993-1997.

**ARRANGEMENT:** Alphabetical by county.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These requests for reauthorization are from county level organizations to the Centennial Commission to continue participation as centennial committees. They are maintained to administer the authorization of local county organizations. Information includes the county name; name, address, and phone number of contact person; summary of activities and projects; plans for future projects; and related information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after centennial celebration 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.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.



**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19202

3

**TITLE:** Doug Blaser's subject files

**DATES:** 1992-1994.

**ARRANGEMENT:** Alphabetical by subject.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the time that Doug Blaser served as director of the Centennial Commission, from January 1992 through January 1994. He was responsible for getting the necessary legislation adopted and starting the centennial license plate program, which funded the centennial activities. Information includes correspondence, drafts of legislation, meeting minutes, and license plate design records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year 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 these records have to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19199

3

**TITLE:** Exhibit materials

**DATES:** 1996-1997.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

Scrapbooks, photographs, strategic planning slide presentation, articles, program notes and documentation of events sponsored or funded by an agency.

**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 end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the Commission's activities, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14614

4

**TITLE:** Grants activity log

**DATES:** 1993.

**ARRANGEMENT:** Chronological by application date.

**DESCRIPTION:**

Electronic log of weekly printouts maintained to administer the Centennial Commission Grants Program. Information includes name, address, and phone number of grantee; purpose; application number; presentation date (before the Centennial Commission's Committee); committee and commission approval or disapproval; amount requested; amount approved; project grand total cost (including other funding sources); and contract number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14610

4

**TITLE:** Grants case files

**DATES:** 1993-1997.

**ARRANGEMENT:** Numerical by contract number.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These applications, grant contracts, contract amendments, quarterly reports, invoices, correspondence, and related documents are maintained to document the activities funded by the commission and carried out by local organizations (county centennial commissions, individuals, and non-profit private organizations) to celebrate the centennial of Utah statehood in 1996. Information includes the name, address, and location of applicant; name of contact person; description of planned activities; budget estimates; application status with the Centennial Commission; amount awarded; amounts disbursed with dates of disbursement; and narrative descriptions of progress of the grantee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after centennial celebration 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.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14944

1

**TITLE:** Interdepartmental transfer requests

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19197

3

**TITLE:** Kim Burningham's subject files

**DATES:** 1994-1997.

**ARRANGEMENT:** Alphabetical by subject.

**TOTAL VOLUME:** 7.00 cubic feet.

**DESCRIPTION:**

These records document the time that Kim Burningham spent as director of the Centennial Commission, from March 1994 through December 1995. These files cover all subjects of interest to him, plus events related to the centennial celebration. Information includes correspondence, meeting minutes, and reference material.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year 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 these records hold for researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18614

3

**TITLE:** Legislative records

**DATES:** 1989-1995.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the establishment of the laws and procedures the Centennial Commission would abide by and include copies of legislation proposed and passed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value these records hold.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14615

3

**TITLE:** Licensing activity log

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by application date.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Electronic log, with weekly printouts, maintained to administer the Centennial Commission Product Licensing Program. Information includes name, address, and phone number of grantee; product; application number; presentation date (before the Centennial Commission's Committee); committee and commission approval or disapproval; application fee; exclusivity of license; project grand total cost (including other funding sources); and license number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.



**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14612

3

**TITLE:** Licensing case files

**DATES:** 1993-1997.

**ARRANGEMENT:** Numerical by license number.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These applications, contracts, contract amendments, correspondence, and related documents are maintained to document and administer the agreements which license private entities to use Centennial Commission logos to manufacture and sell products commemorating the centennial of Utah's statehood. Information includes the name, address, and location of applicant; name of contact person; description of marketing strategy; products to be marketed; budget estimates; terms of licensing contract, including royalties and fees; and amounts received by the Centennial Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after centennial celebration 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 this information may have to researchers interested in Utah history and its later interpretations by marketers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14936

3

**TITLE:** Minutes

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These minutes, agenda, and related records or materials associated with the meetings of the Centennial Commission are maintained to document the history of the commission and its decisions, conclusions, and activities. Information includes names of persons present, meeting dates, items considered, and decisions reached.

**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 1 year after centennial celebration and then transfer to State Archives 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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18609

3

**TITLE:** Newsletters

**DATES:** 1992-1997.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This newsletter was published irregularly and contains about seven volumes. Created to update the populace regarding centennial plans and activities, the newsletter was distributed to all public offices and schools, plus private individuals who requested it (in total about 7,000 destinations). Information in the newsletter includes a message from the chair and calendar items. The newsletter is entitled "The Utah Centennial Spirit."

**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 until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value of this information.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19196

3

**TITLE:** Newspaper clippings

**DATES:** 1988-1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Newspaper clippings pertaining to centennial activities around the state.

**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 end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting Commission's achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18611

3

**TITLE:** Officially licensed centennial products

**DATES:** 1993-1996.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records establish which products would be officially licensed to bear the centennial logo. The marketing committee of the commission reviewed the applications. Information includes application, contract, royalties tracked, licensing fees paid, photos, catalog information and preparatory work to produce the catalog.

**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 Office until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 23139

1

**TITLE:** Payment documents

**DATES:** 1994-1996.

**ARRANGEMENT:** Numerical by FI-NET document number.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 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 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14941

3

**TITLE:** Petty cash records

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 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 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19513

3

**TITLE:** Postage stamp art

**DATES:** 1993-1994.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

Original art designs for proposed United States postage stamps celebrating Utah's centennial. The five designs, entitled "Eagle Gate," "Minijumbo State Seal," "Arch", "Star", and "Seagulls" are all by L. Burrows.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the intrinsic value of the records.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.



**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 19514

3

**TITLE:** Posters

**DATES:** ca. 1996.

**ARRANGEMENT:** None.

**DESCRIPTION:**

Posters created in honor of Utah's centennial, often sponsored by or copyright by the Centennial Commission. Includes original art of proposed logos done by Timpview High School students, Provo.

**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 Office until centennial year ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the intrinsic value of the records.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18617

3

**TITLE:** Preparatory workshop event files

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

The Centennial Commission conducted preparatory workshops periodically to help the counties ready themselves for the events that would be taking place. The purpose was for teaching and orientation. The workshops were held in Logan, Brianhead, and St. George and typically included an attendance of 300 individuals. These records include training manuals distributed at the workshops as well as records pertaining to their planning, including correspondence, costs involved, and invitations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value this information holds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14611

4

**TITLE:** Rejected grant applications

**DATES:** 1993-1997.

**ARRANGEMENT:** Numerical by application number.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

Applications submitted by individuals or groups seeking funds to hold activities to celebrate the centennial of Utah statehood, but rejected by the Centennial Commission. Accepted applications are made a part of Grants case files, series 14610. Information includes the name, address, and location of applicant; name of contact person; description of planned activities; budget estimates; and application status with the Centennial Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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 State Archivist's review of the files. The rejected grants provide insight into the reasoning of the committee and background information on activities proposed for funding which would be of historic interest.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14613

3

**TITLE:** Rejected licensing applications

**DATES:** 1993-1996.

**ARRANGEMENT:** Numerical by application number.

**DESCRIPTION:**

These applications for merchandise licenses have been received and rejected by the Centennial Commission. They document groups and individuals wanting to manufacture and sell products commemorating the centennial of Utah statehood. Accepted applications are part of Licensing case files, series 14612. Information includes the name, address, and location of applicant; name of contact person; description of marketing strategy; products to be marketed; budget estimates; and application status with the Centennial Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18610

3

**TITLE:** Request log files

**DATES:** 1996-1997.

**ARRANGEMENT:** Alphabetical by log type, thereunder chronological.

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These logs tracked requests of the agency from the public, the disbursement of information, purchase of videos, and the rental (check in and check out) of the van, banners, and costumes. The logs were maintained for internal inventory purposes. Information includes employee name, needs or questions responding to, follow-up performed (what was sent or complaints resolved), rental rate, and name and address of requestor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year (1997) and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14616

3

**TITLE:** Royalties activity log

**DATES:** 1993.

**ARRANGEMENT:** Chronological by application date.

**DESCRIPTION:**

Electronic log, with weekly printouts of royalties paid to the Centennial Commission by Product Licensing Program participants. Information includes name, address, and phone number of grantee; fee terms; fees paid; royalty terms; royalties paid by quarter; and miscellaneous terms or conditions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14942

1

**TITLE:** Travel reimbursement files

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18627

3

**TITLE:** Wagon train event files

**DATES:** June 1997.

**ARRANGEMENT:** Alphabetical by topic.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

These records document the centennial wagon train, a commemoration of transportation at the time of statehood, which took place in June 1996. The train started in Logan and traveled to Cedar City, with an event happening every night it stopped (including speeches, a wedding, etc.). Each county was represented on the train, though the involvement was smaller outside of Salt Lake City. Information in event files typically includes correspondence, any permits required, invitations and programs, lists of who was invited, photos, preparatory and planning records, catering records, security and crowd control records, donation information, transportation information, chain of command for the event, what was rented or purchased to bring the event to pass, all bids and costs, and records documenting advance trips taken by staff to establish the sites.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of centennial year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical research value this information holds.



**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 18627

**TITLE:** Wagon train event files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.

**AGENCY:** Utah Statehood Centennial Commission

**SERIES:** 14943

1

**TITLE:** Warrant requests

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2019.