Retention and Classification Report

Agency: Governors Office of Economic Opportunity. National Business Development Office (2591)
324 South State Street
Suite 500
Salt Lake City, UT 84111
(801)538-8800

Records Officer: _____

14300	Annual report to the Legislature
14322	Governor's marketing trip records
14296	Publications
14317	Self-referral correspondence
14302	Transmittal correspondence log

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14300 3
TITLE: Annual report to the Legislature
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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:

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14322 3
TITLE: Governor's marketing trip records
DATES: 1989-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
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:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14296 3
TITLE: Publications
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
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:

Permanent. Retain until completion of publication or report

DISPOSITION:

Transfer to Archives.

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 publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

Video recordings master: Retain in Office until publication and then transfer to State Archives with authority to weed.

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

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14296
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14317 1
TITLE: Self-referral correspondence
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain for 3 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 Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(34) (2008)

AGENCY: Governors Office of Economic Opportunity. National Business Development Office

SERIES: 14302 1
TITLE: Transmittal correspondence log
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

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 3 months and then destroy.

PRIMARY DESIGNATION:

Public