

Retention and Classification Report

Agency: Department of Community and Culture. Office of Energy Services (2604)

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Records Officer: _____

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AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14663

4

TITLE: Certified energy auditors list

DATES: 2001.

ARRANGEMENT: Alphabetical by individual or firm name.

DESCRIPTION:

List of certified energy auditors in the state of Utah to provide a reference for people in search of energy auditors and is continually updated. Information includes name, address, phone number, and company name (where applicable) of certified energy auditors.

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Computer data files: Retain in Office until superseded and then delete.

Paper: Retain in Office until superseded and then destroy.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 03/2018.

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14664

4

TITLE: Direct grant files

DATES: 1978-1992.

ARRANGEMENT: Chronological

TOTAL VOLUME: 5.00 cubic feet.

DESCRIPTION:

These applications, progress reports, monitoring reports, correspondence, and a federal closeout letter document the grants awarded directly by the U.S. Department of Energy to schools, hospitals, and institutions of higher education in Utah. Information includes applicant agency name, address, and phone number; contact person name; summary of proposed project; expenditure amounts on project; and degree of compliance. An index to this series exists in the office.

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 2 years after grant closeout 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 legal value(s).

This disposition is based on the administrative needs expressed by the agency. According to 10 CFR 455.4 (1992), the records must be retained at least three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14665

3

TITLE: Energy audits

DATES: 1978-2001.

ARRANGEMENT: Alphabetical by building name

DESCRIPTION:

These audits of state and local government buildings are conducted to determine whether or not a major project should be undertaken to improve the energy efficiency of the building. If it is decided that further detailed study is necessary, then an Engineering report, series 14666, is commissioned. Information includes size of the building, utility usage data, description of existing energy-saving systems, and summary of energy-saving potential. This series is maintained permanently in the agency for reference purposes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14665

TITLE: Energy audits

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14666

3

TITLE: Engineering reports

DATES: 1978-2001.

ARRANGEMENT: Alphabetical by institution name

DESCRIPTION:

These engineering reports were determined to be necessary by preliminary Energy audits, series 14665. They facilitate the preservation of energy in state buildings. Information includes description of the structure of the building, existing energy systems, design specifications for proposed improvements, cost projections, and product information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closeout of federal program and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14690

4

TITLE: Federal grant case files

DATES: 2001.

ARRANGEMENT: Alphabetical by program name, thereunder chronological
DESCRIPTION:

These state implementation plans, progress reports, applications, and correspondence document the grants applied for and received from the U.S. Department of Energy. Information includes a summary of the state programs to be funded, name and address of implementing agency, analysis of the achievement of programmatic goals, grant amount, and grant program under which funding is awarded.

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 3 years after grant closeout 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 legal value(s).

This disposition is based on 10 CFR 600.442 (1992), which says the records must be retained at least three years. The agency has also indicated an administrative need to keep them an additional three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14689

4

TITLE: Grant contract records

DATES: 2001.

ARRANGEMENT: Numerical by contract number

DESCRIPTION:

Applications, contracts, contract amendments, monitoring reports, payment records, progress reports, and related correspondence for all federal energy grants received by the office for local organizations or governmental entities which receive funds under the grant programs. Information includes contract amount, project description, name and address of applying entity, project progress and compliance with program regulations, dates, payment amounts, and use of funds.

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 3 years 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 legal value(s).
This disposition is based on 10 CFR 600.442 (1992), which says the records must be retained at least three years. The agency has also indicated an administrative need to keep them an additional three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14668

4

TITLE: Grant records

DATES: 2001.

ARRANGEMENT: Alphabetical by grant type, thereunder chronological

DESCRIPTION:

Budget reports and correspondence related to the purpose for which state and federal funds are expended for the Energy Extension Service Grant and the State Energy Consumption Program. Information includes the amount of federal, state, and private funds expended for the programs and the expenditure categories.

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 3 years after grant closeout 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 legal value(s). This disposition is based on 10 CFR 600.442 (1992), which says the records must be retained at least three years. The agency has also indicated an administrative need to keep them an additional three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14667

4

TITLE: Incoming correspondence

DATES: 2001.

ARRANGEMENT: Chronological

DESCRIPTION:

These letters received by the program managers at the Office of Energy Services facilitate efficient responses to public requests for information. The letters generally ask for information about energy or the office.

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

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14791

3

TITLE: Interview audio tapes

DATES: 1985-2001.

ARRANGEMENT: Chronological.

DESCRIPTION:

These interview tapes of agency personnel by the media are maintained to document (partially) the history of the agency. Interviews would be about Energy Office activities or concerns.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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:

Sound recordings: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Recordings document interaction with the media.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14692

4

TITLE: Local entity audits

DATES: 2001.

ARRANGEMENT: Geographical by region of state, thereunder chronological
DESCRIPTION:

Audit reports produced by independent auditors to document the compliance of local entity recipients with federal program guidelines. Information includes a summary of that compliance.

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 3 years 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 legal value(s).
This disposition is based on 10 CFR 600.442 (1992), which says the records must be retained at least three years. The agency has also indicated an administrative need to keep them an additional three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14788

3

TITLE: News releases

DATES: 1980-2001.

ARRANGEMENT: Chronological

DESCRIPTION:

These press releases are created to facilitate communication between the agency and the general public and are maintained to document the history of the agency.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14789

3

TITLE: Original artwork

DATES: 1978-2001.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains original artwork created for the agency for use in promotional and educational campaigns.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 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 historical value of this artwork in documenting the changes in art as well as the changes in the programs of the Office of Energy Services.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14691

4

TITLE: Outgoing correspondence

DATES: 2001.

ARRANGEMENT: Chronological

DESCRIPTION:

These letters from the agency to local entities which receive funds from Energy Services facilitate efficient communication with local recipients and dissemination of general information. Information generally includes announcements of programs and conferences and other non-policy related matters.

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

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14790

3

TITLE: Publications

DATES: 1980-2001.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains the publications of the Office of Energy Services. They include the following items: Solar Powered Water Pumping (VHS Tape, 1994); Murray School District In Concert with the Environment (VHS Tape, 1994, co-produced with Murray School District); Mountain Fuel In Concert with the Environment (VHS Tape, 1994, co-produced with Mountain Fuel); Energy Patrol (VHS Tape, 1994); and Utah Energy News (newsletter, irregular publication schedule, 1980-1993).

RETENTION:

Retain permanently

DISPOSITION:

May 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 published 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 permanently.

Video recordings duplicate: Retain in Office until distributed 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

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14790

TITLE: Publications

(continued)

authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14792

3

TITLE: Rejected grant applications

DATES: 1988-2001.

ARRANGEMENT: Chronological

DESCRIPTION:

These rejected applications for project funding from local entities document applications which were received, yet rejected, for any of the programs which the Office of Energy Services administers. Information includes proposed project summary, applying entity, proposed funding levels, and reason for rejection.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Unsuccessful grant application files, GRS-1746.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after rejection and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Community and Culture. Office of Energy Services

SERIES: 14662

4

TITLE: Tax credit case files

DATES: 2001.

ARRANGEMENT: Chronological, thereunder alphabetical by applicant name

DESCRIPTION:

Applications, TC-40E tax credit approval forms, and related correspondence documenting the eligibility of individuals or businesses for tax credits for installing energy saving equipment. Information includes applicant names and addresses; project participants, designers, and installers; amount paid by applicant; schedule for completion of project; types of energy saved; and agency certification of eligibility for the tax credit.

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 4 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on the maximum length of time an individual or firm may be prosecuted for violation of the tax law, according to UCA 76-8-1101(2) (1994).

PRIMARY DESIGNATION:

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