

# Retention and Classification Report

**Agency:** Pioneer Sesquicentennial Celebration Coordinating Council (2762)

300 Rio Grande  
Salt Lake City, UT 84114-7610

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

19353	*By-laws and initial legislation records
19347	*Correspondence
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**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19353

3

**TITLE:** By-laws and initial legislation records

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the administrative actions of the Pioneer Sesquicentennial Council. Information includes their bylaws, records pertaining to the legislation establishing the Council and logo, and some correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19347

3

**TITLE:** Correspondence

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
The correspondence documents the history and functions of this agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19350

3

**TITLE:** County ambassador files

**DATES:** 1994-1998.

**ARRANGEMENT:** Alphabetical by county

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document county sesquicentennial activities and those appointed by county commissions to coordinate events. Information includes correspondence and reports of events that transpired.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19358

3

**TITLE:** Governor's proclamation

**DATES:** January 1997.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This document, signed by Governor Leavitt, proclaimed 1997 the pioneer sesquicentennial year as an official celebration. The proclamation was made 9 January 1997.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19344

3

**TITLE:** Grant files

**DATES:** 1994-1998.

**ARRANGEMENT:** Alphabetical by project name

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records document grant requests and contracts to use sesquicentennial funds for local celebration projects. Information includes the master grant form, all contract information, and a final report. In one instance, a film documentary produced from grant funds is also included. The title of the documentary is "Journey of Faith."

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19346

3

**TITLE:** Meeting minutes

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the meetings of the Pioneer Sesquicentennial Council, formed by the Governor in July 1994. The 15-body Council met bi-monthly through 1994 and then monthly from March 1995 through July 1997.

**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 6 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s). Meeting minutes document agency deliberations, decisions, and actions. Meeting minutes have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 18091

3

**TITLE:** Newsletters

**DATES:** 1995-1998.

**ARRANGEMENT:** chronological

**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 1 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 State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19352

3

**TITLE:** Newspaper clippings

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Permanent. Retain for 6 month(s)

**DISPOSITION:**

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:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19348

3

**TITLE:** Official recognition files

**DATES:** 1994-1998.

**ARRANGEMENT:** Alphabetical by project

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the non-profit organizations that licensed with the Council to use the pioneer logo with their projects. Information includes the licensing agreement and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19356

3

**TITLE:** Photographs

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These photographs depict pioneer sesquicentennial celebrations and related events. Also included are slides. Includes photographs from the logo unveiling and of the East Canyon Camp of the Mormon Trail Reenactment Wagon Train.

**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 for 6 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Photographs document the history of the agency and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 18092

3

**TITLE:** Press releases

**DATES:** 1996.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These press releases were written and distributed to the media to publicize activities associated with the Utah Pioneer Sesquicentennial.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19349

3

**TITLE:** Publications

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These newsletters and other brochures were produced quarterly (or as needed) to promote pioneer sesquicentennial activities. The brochures include historical information and trail maps. The newsletter, begun in November 1995, was sent to all State Historical Society members, the Utah Heritage Foundation, local libraries, and other interested parties. In total, about 10,000 were usually printed.

**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 6 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The history and functions of this temporary agency are documented through its publications. These have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 22516

3

**TITLE:** Publicity files

**DATES:** 1995-1998.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series contains publicity files including audio and video tapes, fliers, posters, publications, correspondence, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the history and functions of the Pioneer Sesquicentennial Committee.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19354

3

**TITLE:** Special project files

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the special sesquicentennial projects sponsored by the Council such as "The Night of Reflection", regional conferences, and other activities. In February 1997 a dinner was held, in conjunction with Legislature, to which community leaders were invited. This was done to advertise the sesquicentennial year and to encourage the involvement of education, business, and ethnic groups.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19351

3

**TITLE:** Status and final reports

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1 Item 44. Largely budget reports and purchase orders.

**RETENTION:**

Permanent. Retain for 6 month(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 6 months and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19345

3

**TITLE:** Vendor files

**DATES:** 1994-1998.

**ARRANGEMENT:** Alphabetical by company name

**TOTAL VOLUME:** 1.50 cubic feet.

**DESCRIPTION:**

These records document the commercial entities that licensed with the Council to use the pioneer logo with their products.

Information includes the licensing agreement and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Pioneer Sesquicentennial Celebration Coordinating Council

**SERIES:** 19357

3

**TITLE:** Video news coverage

**DATES:** 1994-1998.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This video is a compilation of news coverage of sesquicentennial events. The clips were compiled from many local television stations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Video recordings duplicate: Retain in Office for 6 months 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 for researchers.

**PRIMARY DESIGNATION:**

Public