Retention and Classification Report

Agency: Capitol Preservation Board (2799)

Capitol Preservation Board
120 State Capitol/PO Box 142110
Salt Lake City, UT 84114-2110
801-538-3074

Records Officer: _____

24349	Architectural proposals and reports
25369	As built construction plans and specifications
31302	COVID-19 pandemic signage
30038	Executive correspondence
24348	Minutes

AGENCY: Capitol Preservation Board

SERIES: 24349 3
TITLE: Architectural proposals and reports
DATES: 1998-
ARRANGEMENT: Alphabetical by type.
DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records document the construction of new buildings and the renovation of rented buildings for state use.

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Preservation Board

SERIES: 25369 3
TITLE: As built construction plans and specifications
DATES: 1999-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

Final plans and specifications for approved and constructed state buildings.

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 Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

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).

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Preservation Board

SERIES: 31302 3
TITLE: COVID-19 pandemic signage
DATES: 2020-2021
ARRANGEMENT: None.
DESCRIPTION:

This series contains signage used around the State Capitol during the COVID-19 pandemic to encourage employees and visitors to follow safety practices to help prevent the spread of the COVID virus. The collection is representative of materials and messaging that was used in state government facilities during the pandemic.

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 Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative documentation of efforts in state government to manage the spread of the COVID-19 virus and the way that messaging about safe practices was presented.

PRIMARY DESIGNATION:

Public

AGENCY: Capitol Preservation Board

SERIES: 30038 3
TITLE: Executive correspondence
DATES: 1998-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records are correspondence which provides unique information relating to the functions, policies, procedures or programs of the Capitol Preservation Board. These records document executive decisions made regarding agency interests.

RETENTION:

Permanent. Retain for 2 year(s) after separation

DISPOSITION:

Transfer to Archives.

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:

Computer data files: Retain in Office for 2 years after separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government, and they also provide evidence of our government's conduct of political and/or interstate relations

AGENCY: Capitol Preservation Board

SERIES: 30038
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Capitol Preservation Board

SERIES: 24348 3
TITLE: Minutes
DATES: 1998-
ARRANGEMENT: By committee or subcommittee, thereunder chronological.
DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

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 until administrative need ends 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 historical value(s).

These minutes document board actions and decisions.

AGENCY: Capitol Preservation Board

SERIES: 24348
TITLE: Minutes

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PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.