

## Retention and Classification Report

**Agency:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism (2802)  
300 South Rio Grande Street  
Salt Lake City, UT 84101  
801-764-0704

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

25310	AmeriCorps grant records
25638	*Brigham Young University public relations senior project boo
25475	Public relations videos
29685	Volunteer Generation Fund grant records

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism

**SERIES:** 25310

3

**TITLE:** AmeriCorps grant records

**DATES:** 1994-

**ARRANGEMENT:** Chronological by grant year.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document AmeriCorps grants, programs and contracts with the State of Utah. Information within these files covers the scope of work, standard terms and conditions, agreed upon terms, and the budget used throughout the program year. Files contain contracts, program correspondence, member enrollment forms, program financial reports, and other information required by the Corporation for National Service (AmeriCorps federal funding source).

**RETENTION:**

Retain for 3 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until grant has expired and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
These records are regulated in accordance with CFR OMB A-110 Sec. 53 and OMB 102 Sec. 42.

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism  
**SERIES:** 25310  
**TITLE:** AmeriCorps grant records

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism

**SERIES:** 25638

3

**TITLE:** Brigham Young University public relations senior project books

**DATES:** 1994-1997.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents a project that was completed by senior level Brigham Young University public relations students working with the Utah Commission on Volunteers. The students examined the Utah Commission On Volunteers and made recommendations for public relations campaigns and a strategic plan. The records include statewide survey responses, campaign proposals, and project reports.

**RETENTION:**

Permanent. Retain for 10 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:** 03/2005

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the research value of the record in documenting the history of the agency.

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism

**SERIES:** 25475

3

**TITLE:** Public relations videos

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of Utah Commission on Volunteers public relations videos. They include video news clips of volunteer awards, volunteer summits, Points of Light honorees, award winners, and volunteer conferences. Each year the Commission acquires 15-20 full length video tapes of local television broadcasts from a news clipping company.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public presentations files, GRS-2004.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This historical description is based on the value of the records in documenting the activities of the Utah Commission on Volunteers.

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism  
**SERIES:** 25475  
**TITLE:** Public relations videos

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Cultural and Community Engagement. Utah Commission on Service and Volunteerism

**SERIES:** 29685

3

**TITLE:** Volunteer Generation Fund grant records

**DATES:** 2013-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records of grants awarded by the agency to grant recipients, under the federal Volunteer Generation Fund grant program funded by the Corporation for National and Community Service (CNCS). Records may include applications, correspondence, memorandums of understanding, and related records.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final action and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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