

Retention and Classification Report

Agency: Department of Community and Culture. Office of Museum Services (2837)

617 East South Temple
Salt Lake City, UT 84102-1177
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Records Officer: _____

27424	*Office of Museum Services Board minutes
27427	*Office of Museum Services grant and special funding files
27428	*Office of Museum Services history

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

SERIES: 27424

3

TITLE: Office of Museum Services Board minutes

DATES: 1993-2013.

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

This series contains the minutes and meeting files of the Office of Museum Services (OMS) Board. The records document the board's deliberations concerning proposed projects, legislative actions, and recommended funding for various artists and organizations. The minutes document board meetings and subsequent actions. Information includes meeting agenda, minutes of open and closed portions of meetings, board member and staff information, attendee names, summaries of issues, final resolutions, and other related information.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The records are used administratively and also have evidentiary value. They have historical value as they document board and committee actions. They contain minutes of open committee and

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TITLE: Office of Museum Services Board minutes

(continued)

board meetings as required by UCA 52-4-7 (2005).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2010)

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

SERIES: 27427

1

TITLE: Office of Museum Services grant and special funding files

DATES: 2005-2013.

ARRANGEMENT: Alphabetical by name of individual or organization.

DESCRIPTION:

These files contain grant awards and legal contracts given to organizations by the Office of Museum Services (OMS). The files detail why the grant was awarded and how the funds were spent. Information includes the applications, correspondence, contracts, evaluation forms, nonprofit organization certificates, brochures, and copies of newspaper reviews. Data elements include the names of individuals and organizations, federal employer identification numbers or Social Security numbers, and the addresses and telephone numbers of contacts.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records are used administratively to manage the grants program and have fiscal value as they document the spending of public funds.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

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

SERIES: 27428

3

TITLE: Office of Museum Services history

DATES: 1993 -2013.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records document the history of the Office of Museum Services (OMS) including the goals, priorities, programs, and successes of the office. Information includes correspondence, photographs, special program materials, copies of legislation, OMS standards and goals, and other relevant information. It also includes historical information about the OMS Board and its members.

RETENTION:

Permanent. Retain for 4 year(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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 1 year.

Photographs: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the history of the agency and to inform the public of the agency's services and programs.

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

SERIES: 27428

TITLE: Office of Museum Services history

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PRIMARY DESIGNATION:

Public