

## Retention and Classification Report

**Agency:** State Records Committee (2865)

346 S. Rio Grande Street  
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Salt Lake City, UT 84101

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

22050	Administrative rule records
24018	Annual reports and committee history records
12118	Appeal case files
30271	Closed meeting recordings and minutes
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**AGENCY:** State Records Committee

**SERIES:** 22050

3

**TITLE:** Administrative rule records

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Provides a historical record of the development of administrative rules for the State Records Committee. The rules were created in response to news articles and at the request of the Legislative Administrative Rules Committee and revisions to the Government Records Access and Management Act during the 1999 Legislative session. Information includes copies of the proposed rules, changes in the proposed rules, rule analysis forms, any comments received from the public, copies of press releases regarding public hearings, effective date forms and the final text of the rules.

**RETENTION:**

Permanent. Retain for 3 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:** 10/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after effective date 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 the records in documenting the actions taken by the State Records Committee.

**AGENCY:** State Records Committee

**SERIES:** 22050

**TITLE:** Administrative rule records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 24018

3

**TITLE:** Annual reports and committee history records

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the appeal requests sent to the State Records Committee each year, as well as the history of the committee. The information summarizes the cases for which hearings are scheduled as well as those declined or otherwise remedied without a hearing. Records about the members, procedures, and historical development of the committee may also be included.

**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 Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These reports document actions taken by the State Records Committee.

**AGENCY:** State Records Committee

**SERIES:** 24018

**TITLE:** Annual reports and committee history records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2022.

**AGENCY:** State Records Committee

**SERIES:** 12118

3

**TITLE:** Appeal case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date, thereunder numerical by case number.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document completed appeals to the State Records Committee regarding record request denials, as described in Utah Code 63G-2-403 (2019) and Utah Administrative Code R35. Administrative Services, Records Committee (2020). Records include petitioner's original records request submission and denial letter from agency, notification to agency of a State Records Committee appeal, agency's response to the State Records Committee appeal, appeals filed with the district court, subpoenas issued, intervention requests for individuals whose legal interests may be substantially affected by the proceedings, business confidentiality claims, and related records. Incomplete appeal requests are not included in this schedule; they follow retention schedule #24025: Routine administrative correspondence.

**RETENTION:**

Permanent. Retain for 2 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:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

**AGENCY:** State Records Committee

**SERIES:** 12118

**TITLE:** Appeal case files

(continued)

**APPRAISAL:**

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

This disposition is based on the legal and historical value of the documented appeal process and the decisions of the State Records Committee.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2) (2020)

Protected. Utah Code 63G-2-305(17) and (18) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2020.

**AGENCY:** State Records Committee

**SERIES:** 30271

3

**TITLE:** Closed meeting recordings and minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These recordings and meeting minutes document the closed portions of State Records Committee meetings and appeal hearings. Records document discussions of the committee while in closed session, in accordance with Utah Code 52-4-206 (2018).

**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 Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Audio cassettes: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records provide insights into government processes and issues surrounding transparency in government and access to records.



**AGENCY:** State Records Committee  
**SERIES:** 30271  
**TITLE:** Closed meeting recordings and minutes

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 52-4-206 (2018); Utah Code 63G-2-305(32) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2022.

**AGENCY:** State Records Committee

**SERIES:** 20325

3

**TITLE:** Decisions and orders

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date, thereunder numerical by order number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are the signed decisions and orders that are issued by the State Records Committee. A decision and order is issued no later than seven days following each appeal hearing. The State Records Committee has authority to grant the petition, either whole or in part, or they may elect to uphold the government entity's position. The order is a statement which justifies the decision of the State Records Committee and provides a description of the record, or portions of the record, to which access has been ordered. Instructions for appealing the State Records Committee's decision are included in a statement with the order. The order is numbered, dated, and signed by the committee chairman. A certificate of mailing noting the names of the parties receiving a copy of the order is signed and dated by the executive secretary.

**RETENTION:**

Permanent. Retain for 2 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:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Records Committee

**SERIES:** 20325

**TITLE:** Decisions and orders

(continued)

**APPRAISAL:**

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

This disposition is based on the legal and historical value of the State Records Committee's decision and order as required in UCA 63-2-403(11), (12) (2006).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 24024

3

**TITLE:** Meeting attendee sign-in rolls

**DATES:** 1998-

**ARRANGEMENT:** Chronological by State Records Committee meeting date

**DESCRIPTION:**

These are records of attendees of State Records Committee meetings. Includes both participants and interested parties. Information includes name and affiliation. Sign-in sheets created prior to 1998 are maintained in the case files. With the increased number of appeal hearings, a separate record series was created. The information is recorded in the meeting minutes.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 20324

3

**TITLE:** Meeting audio and video recordings

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These audio and video recordings document the State Records Committee meetings and appeal hearings. They are used to create the State Records Committee minutes. Recordings contain the testimony and evidence presented before the committee, the discussions and motions made by the committee, and the votes of the committee members.

**RETENTION:**

Retain for 3 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 3 years after minutes have been approved and then erase.

Video recordings master: Retain in Office for 3 years after approval of minutes and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** State Records Committee

**SERIES:** 20324

**TITLE:** Meeting audio and video recordings

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)

Protected. Utah Code 63G-2-305(32)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 15274

3

**TITLE:** Meeting minutes and materials

**DATES:** 1971-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These minutes provide a written record of meetings held by the State Records Committee. The committee must meet at least once every three months and is responsible for reviewing and approving retention schedules and for hearing appeals regarding the denial of access to information by agencies. The duties of the State Records Committee are outlined in UCA 63G-2-502 (2008). The minutes include the date, time, and location of the meeting; identify members present and not present; and present a summary of statements, discussions, motions, and the votes of individual members regarding the approval of retention schedules and other administrative matters. The minutes may include a copy of the agenda, a summary of requests for hearings received, and a summary of cases that have been appealed to district court. Minutes are kept as required by the Open and Public Meetings Act, UCA 52-4-7 (1978).

**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:** 09/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Records Committee  
**SERIES:** 15274  
**TITLE:** Meeting minutes and materials

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the administrative needs of the agency. These minutes provide a written record of meetings held by the State Records Committee.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.



**AGENCY:** State Records Committee

**SERIES:** 24026

3

**TITLE:** Policy and program correspondence

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These documents contain correspondence regarding State Records Committee business and issues involving the Government Records Access and Management Act. Information includes incoming correspondence which asks for information or which involves records requests not resulting in appeal hearing requests. Outgoing correspondence includes records answering questions or dealing with significant Committee business and policies.

**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 Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

**AGENCY:** State Records Committee

**SERIES:** 24026

**TITLE:** Policy and program correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 24021

3

**TITLE:** Press releases and public notices

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are press releases sent to new organizations and interested parties and hearing notices that are posted providing information about State Records Committee hearings. Information includes hearing participants; meeting locations; date and time; other business to be conducted; contact information for submitting comments and for special accommodations under the Americans with Disabilities Act.

**RETENTION:**

Permanent. Retain for 3 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 Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Press releases document an agency's activities and history and provide ongoing research value.

**AGENCY:** State Records Committee

**SERIES:** 24021

**TITLE:** Press releases and public notices

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** State Records Committee

**SERIES:** 24025

3

**TITLE:** Routine administrative correspondence

**DATES:** 2000-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This correspondence documents the day-to-day conduct of State Records Committee business. Information includes incomplete appeal requests, logistics regarding appeal and hearing processes, requests for copies of State Records Committee meeting recordings, and similar records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government routine administrative correspondence, GRS-48.

**AUTHORIZED:** 11-18-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** State Records Committee

**SERIES:** 24025

**TITLE:** Routine administrative correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(17) and (18) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2020.