

Retention and Classification Report

Agency: State Records Committee (2865)

346 S. Rio Grande Street
P.O. Box 142021
Salt Lake City, UT 84101

Records Officer: _____

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AGENCY: State Records Committee

SERIES: 27018

3

TITLE: Activity reports

DATES: 2008-2015.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are activity reports used to document the work of the executive secretary of the State Records Committee. These records track time spent on duties such as phone calls, correspondence, conferences with counsel for the Attorney General's office, time spent setting up for hearings and time spent preparing agendas, minutes, and press releases.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

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: 24020

3

TITLE: Change letters

DATES: 1994-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

These letters document suggested substantive changes by State Records Committee (SRC) members to record series descriptions submitted by the State Archives for the review and approval of the committee. These suggested changes are discussed individually in the next State Records Committee meeting and are either accepted or rejected. The SRC then approves the retention periods of all submitted records series and any approved changes. These discussions and approvals are documented in the meeting minutes (Series 15274). Information includes creating agency, series title, series number, Committee member's name requesting the change, the suggested change, and whether or not the agency agrees with the change.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until State Records Committee approval and then file in meeting files.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

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: 2820

3

TITLE: Quarterly meeting files

DATES: 1985-1992.

ARRANGEMENT: Chronological.

DESCRIPTION:

These files consist of minutes of meetings (compiled from notes and audio cassettes) agendas, sign-in sheets, and related correspondence and materials.

These records document the activities of the State Records Committee as created under UCA 63-2-501(1994). These records document the records retention approval activities of the committee as authorized under UCA 63-2-502(1)(a thru b)(1994). These records are created by the State Records Committee during their quarterly meetings to "review and approve retention and disposal of records;" UCA 63-2-502(1)(a)(1994).

RETENTION:

Permanent. Retain for 1 year(s) after approval of minutes

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 1 year and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

Sound recordings: Retain in Office until minutes are completed and then erase.

Computer data files: Retain in Office until minutes are completed and then delete.

AGENCY: State Records Committee

SERIES: 2820

TITLE: Quarterly meeting files

(continued)

Microfilm 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 Utah General Retention Schedule , Schedule 1, Item 6. The retentions are legally binding until they are changed and the records document the activities of the committee.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1)(e)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: State Records Committee

SERIES: 2821

3

TITLE: Retention schedule approval records

DATES: 1985-2019.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain decisions on the retention and disposition of agency records series. The files are used to verify the establishment of retention schedules for governmental entities and are created by the Records Analysis Section of the Utah State Archives. Information includes agency records series and their corresponding retention and disposition schedules. These record series have been approved by the State Records Committee and are signed by the Executive Secretary documenting the approval.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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 Office permanently.

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

AGENCY: State Records Committee

SERIES: 2821

TITLE: Retention schedule approval records

(continued)

APPRAISAL:

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

This disposition is based on its use in revealing the work of the State Records Committee, the Records Analysis Section of the Archives, and the records management activities of governmental entities. It also verifies when destruction can occur.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

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.

AGENCY: State Records Committee

SERIES: 7335

4

TITLE: Submitted retention and classification schedules

DATES: i 1984-2002.

ARRANGEMENT: Chronological by month.

DESCRIPTION:

This series consists of retention and classification reports proposed by the agency through the Records Analyst as part of the scheduling process. Reports are submitted to the State Records Committee for approval and include a cover letter from the Archives. Information includes agency's name and address; name of responsible authority; name of agency's records officer; record series' title, arrangement, annual accumulation, inclusive dates, description, proposed retention and disposition, designated classification, and personal data elements if applicable; as well as comments and signatures of members of the State Records Committee. In May 2002, the submission process was automated and the State Records Committee began receiving records series electronically. A paper copy was no longer created

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1996

FORMAT MANAGEMENT:

Paper: For records prior to and including 2002. Retain in Office for 1 year and then destroy.

Computer data files: For records beginning in 2003 and continuing to the present. Retain in Office until approved and then delete.

APPRAISAL:

This disposition is based on the administrative needs of the State Records Committee and its staff. Previous decision: 3 years and destroy.

AGENCY: State Records Committee

SERIES: 7335

TITLE: Submitted retention and classification schedules

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: State Records Committee

SERIES: 28936

3

TITLE: Working committee member records

DATES: 1994-2012.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series includes committee working papers kept by former members of the State Records Committee.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The primary value of these records is their historic importance in documenting the administrative decisions behind SRC activities.

PRIMARY DESIGNATION:

Public