

Retention and Classification Report

Agency: Department of Community and Culture. Disaster Relief Board (2919)

, UT

Records Officer: _____

82872	*Annual reports
82877	*Legislative records
82875	*Minutes

AGENCY: Department of Community and Culture. Disaster Relief Board

SERIES: 82872

4

TITLE: Annual reports

DATES: i 1983-1985.

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 10 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 7 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, and/or historical value(s).
Annual reports of programs have a permanent retention.

AGENCY: Department of Community and Culture. Disaster Relief Board

SERIES: 82877

4

TITLE: Legislative records

DATES: 1985.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the development of enabling legislation, both state and federal, and executive orders for the Disaster Relief Board and its program. They include narrative material, notes, correspondence, copies of executive orders, copies of proposed legislation, and copies of statutes.

RETENTION:

Permanent. Retain for 8 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: 12/1987

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 5 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, and/or historical value(s). Program correspondence has a permanent retention and the development of legislation is historically valuable. Copies of material need only be maintained until they are not administratively valuable.

AGENCY: Department of Community and Culture. Disaster Relief Board

SERIES: 82877

TITLE: Legislative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Community and Culture. Disaster Relief Board

SERIES: 82875

4

TITLE: Minutes

DATES: 1985.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains the minutes, agenda, applications for funds, and any related documents or supporting materials associated with the meetings of the Disaster Relief Board. These records are maintained in order to document the history of the Disaster Relief Board and its decisions, policies, and conclusions. Information includes the names of persons present, meeting dates, items considered, approval of applications for funds, and other decisions or conclusions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until project is closed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Meeting files are maintained permanently.

PRIMARY DESIGNATION:

Public