

Retention and Classification Report

Agency: National Guard. Museum Services. Fort Douglas Military Museum (3227)

Fort Douglas Military Museum
32 Potter Street
Salt Lake City, UT 84113-5046
801-581-1251

Records Officer: _____

25301 *General orders

AGENCY: National Guard. Museum Services. Fort Douglas Military Museum

SERIES: 25301

1

TITLE: General orders

DATES: 1907-1915; 1917-1931.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.60 cubic feet.

DESCRIPTION:

These orders were created to address and transact the regular business of the National Guard and usually were issued to individual units of soldiers or to an entire command. The orders were issued in the form of correspondence and have been bound as books. Some volumes have indexes organized alphabetically by subject. The orders include unit promotions, discharges, transfers, equipment issuance and usage, assignment of duties, announcement of new regulations, announcement of changes to existing regulations, notifications of annual inspection dates, ration issuance and usage, etc. Information includes date of order, issuing office, order number and name of officer issuing order. May also include names of persons to whom certain orders pertain, such as notifying a unit of an individual's promotion and authorizing signatures.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

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 50 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This appraisal is based upon the value of these records in documenting the day-to-day workings of the agency.

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(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.

UCA 63G-2-302 (1)(g&h); 63G-2-302 (2)(d)(2008). Records become available to the public 75 years after creation date.