

Retention and Classification Report

Agency: Utah Science, Technology, and Research Authority (3486)

111 South Main Street
Suite 550
Salt Lake City, UT 84111
801-538-8693

Records Officer: _____

27877	*Agency Historical Records
27875	Annual reports
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27882	Financial records
27874	Meeting minutes
27881	*Project plans

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27877

3

TITLE: Agency Historical Records

DATES: 2008-2019.

ARRANGEMENT: chronological

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories. Any agency activities showcased through public news or media are also included under this series.

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 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 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Publicity has ongoing evidentiary and research value.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27877

TITLE: Agency Historical Records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27875

3

TITLE: Annual reports

DATES: 2007-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are annual reports to the governor and legislature produced by the governing authority of the Utah Science, Technology, and Research Authority (USTAR). Reports document the progress of the program and include an executive summary, figures documenting jobs created, research teams updates, and an economic prospective.

RETENTION:

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Annual reports have ongoing evidentiary and research value.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27875

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27876

1

TITLE: Construction project case files

DATES: 2007-2012.

ARRANGEMENT: Alphabetical by project title.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The Division of Facilities Construction and Maintenance (DFCM) maintains the record copy of all documents related to the USTAR buildings constructed at Utah State University and the University of Utah campuses.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 29493

3

TITLE: Contracts with grant recipients or vendors

DATES: 2006-

ARRANGEMENT: Topical by grant type, thereunder alphabetical by grant recipient or vendor name.

DESCRIPTION:

These records document contractual agreements between USTAR and grant recipients or contracted vendors, and document contract milestone schedules, reimbursement dates and amounts, and terms and conditions of grants and/or vendors. Information includes names, grant award amounts, date range, anticipated milestone achievements, scopes of work pertaining to specific types of research done within the grant or services contract, and related records.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month after final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

APPRAISAL:

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

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 29493

TITLE: Contracts with grant recipients or vendors

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(1),(6) and (36) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27882

3

TITLE: Financial records

DATES: 2007-

ARRANGEMENT: Alphabetical by record name, thereunder chronological.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records document receipt, payment, or transfer of monies in the course of conducting business. Information may include bank records, invoices, cash receipts (CR), inter-agency transactions (IAT), revenue (IN) transactions, and related accounting records.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27882

TITLE: Financial records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27874

3

TITLE: Meeting minutes

DATES: 2007-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 2 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 months and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 months and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Minutes have ongoing evidentiary and research value.

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27874

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Science, Technology, and Research Authority

SERIES: 27881

1

TITLE: Project plans

DATES: 2006-2012.

ARRANGEMENT: chronological

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Permanent. Retain for 7 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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The building project plans have research value.