

# Retention and Classification Report

**Agency:** Utah State Historical Records Advisory Board (3755)

346 S. Rio Grande Street  
Salt Lake City, UT 84101-1106  
801-538-3845

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

25195	Grant program records
29698	Meeting minutes and agendas
29699	National Historical Publications and Records Commission (NHP
29700	Training records

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 25195

3

**TITLE:** Grant program records

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document the work of the Utah State Historical Records Advisory Board (USHRAB) to assist organizations throughout the state in the acquisition, preservation, and use of historical records. Records include letters of appointments, grant applications, correspondence, disbursements, policies, and procedures.

**RETENTION:**

Permanent. Retain for 5 year(s)

**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 for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

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

These records have historical value, as they document the decisions and actions of the Board.

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 25195

**TITLE:** Grant program records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Protected. Utah Code 63G-2-305(6)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 29698

3

**TITLE:** Meeting minutes and agendas

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Utah State Historical Records Advisory Board assists organizations throughout the state in the acquisition, preservation, and use of historical records. Records in this series document all matters proposed, discussed, and voted upon. Information includes parties present, agendas, notices, and any public materials discussed at the meeting.

**RETENTION:**

Permanent. Retain for 5 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 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records document decision-making of the governing body.

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 29698

**TITLE:** Meeting minutes and agendas

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 29699

3

**TITLE:** National Historical Publications and Records Commission (NHPRC) grant records

**DATES:** 1977

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to review grant proposals from organizations in Utah, which the agency then submits to the National Historical Publications and Records Commission (NHPRC). Records include grant applications and related disbursements.

**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 7 years after final action 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 State Historical Records Advisory Board

**SERIES:** 29699

**TITLE:** National Historical Publications and Records Commission (NHPRC) grant records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	Utah Code 63G-2-302(2)(d)
Protected.	Utah Code 63G-2-305(6)

**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 29700

3

**TITLE:** Training records

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records include presentation materials, agendas, guidelines, and related records from training sessions sponsored by the agency.

**RETENTION:**

Permanent. Retain until end of project or program

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

**AUTHORIZED:** 03-26-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records document agency's interaction with and training of members of the public.



**AGENCY:** Utah State Historical Records Advisory Board

**SERIES:** 29700

**TITLE:** Training records

(continued)

**PRIMARY DESIGNATION:**

Public