

Retention and Classification Report

Agency: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission (3889)

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Records Officer: _____

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|-------|---|
| 30190 | Artifacts |
| 30189 | Executive correspondence |
| 30188 | Listening tour records |
| 30186 | Meeting minutes and supplementary materials |
| 30187 | Public relations records |

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30190

3

TITLE: Artifacts

DATES: 1991-

ARRANGEMENT: None.

DESCRIPTION:

These records are artifacts produced by or gifted to the MLK Commission. May include items such as the commemorative license plate, executive gifts, and promotional items.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are considered historical because they provide evidence of our government's conduct of political and/or interstate relations.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30189

3

TITLE: Executive correspondence

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain the executive correspondence for the MLK Commission. Executives may include the Chair, Vice Chair, and other high-level positions within the Commission.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are considered historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30189

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 636-2-305(6)(a) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30188

3

TITLE: Listening tour records

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the MLK Commission's college listening tour and may include recordings, photographs, personal stories and documents, and other related materials.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public presentations files, GRS-2004.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Video recordings duplicate: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Audio cassettes: 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 are considered historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30188

TITLE: Listening tour records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30186

3

TITLE: Meeting minutes and supplementary materials

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the official records of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meetings, names of members in attendance and those absent, a record of subjects discussed, statements of intent, and a records of action taken. May also include recordings of closed portions of the meetings.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are considered historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30186

TITLE: Meeting minutes and supplementary materials

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30187

3

TITLE: Public relations records

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are the public relations records released by the MLK Commission. Records may include speeches, press releases, public announcements, news coverage, and public recognitions.

RETENTION:

Retain permanently

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:

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are considered historical because they provide evidence of our government's conduct of political and/or interstate relations.

AGENCY: Cultural and Community Engagement. Division of Multicultural Affairs. Martin Luther King Jr. Human Rights Commission

SERIES: 30187

TITLE: Public relations records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.