

The New General Retention Schedule Interface

What changed, why, and search tips and tricks



Retention Schedule Types

- General Retention Schedule

Utah Division of Archives and Records Service

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RECORDS MANAGEMENT > RETENTION SCHEDULES

General Retention Schedules

- State General Retention Schedule (or PDF [PDF](#))
 - General Schedules for Departments (only a few have created their own general schedule)
- County General Schedule (or PDF [PDF](#))
- Municipal General Schedule (or PDF [PDF](#))
- School District General Schedule (or PDF [PDF](#))
- Court Retention Schedule [PDF](#)
- Legislative Retention Schedules [PDF](#) (see Appendix A)
- General Schedule Updates, August 2015 [PDF](#)
- General Schedule Updates, October 2016 [PDF](#)
- Retention Schedules under review (updated monthly)

Agency-Specific

Entity name:

Browse: A B C D E F G H

Series number:

General Retention Schedule
Broad description

- Series-specific Retention Schedule

Utah State Archives

AGENCY: Department of Administrative Services, Division of Administrative Rules

SERIES: 7192
TITLE: Administrative rules files
DATES: 1973-
ARRANGEMENT: Numerical by file number.
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:
These records support the agency's function to record the receipt of all rules submitted by state governmental agencies authorized or required by law to make rules (Utah Code 63G-3-402(1)(b)(2010) & 63G-3-102(2)(2008)). These records document the changes in administrative law governing the state as well as the final published version. These records are the official copies of the administrative rule filings submitted in accordance with the Utah Administrative Rulemaking Act, Title 63G. Records may also include materials incorporated by reference, notice of effective date, and pertinent correspondence.

RETENTION:
Retain 2 years.

DISPOSITION:
Transfer to the State Archives with authority to weed.

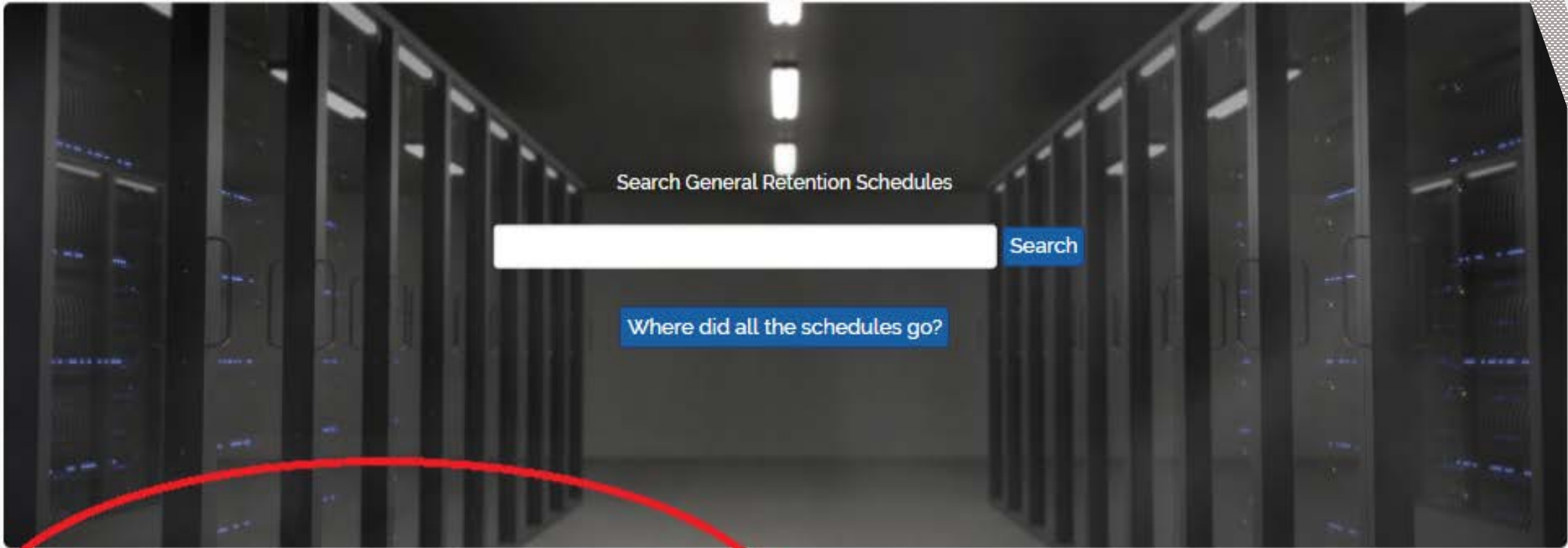
RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1989

FORMAT MANAGEMENT:
The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives.
Microfilm master: Retain in State Archives permanently.
Microfilm duplicate: Retain in Office permanently.

Retention Schedules



Series-Specific Retention Schedules

Search by agency name:

Search

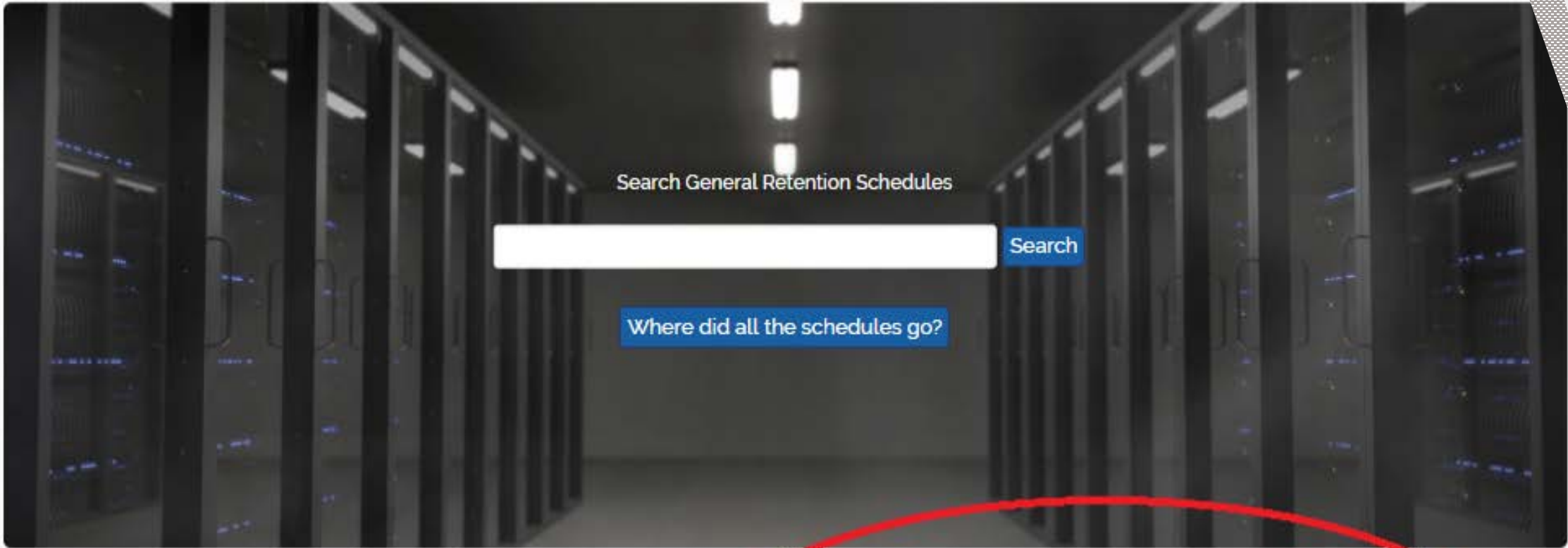
Agency-Specific General Retention Schedules

[View Departments](#)

[Search All](#)



Retention Schedules



Series-Specific Retention Schedules

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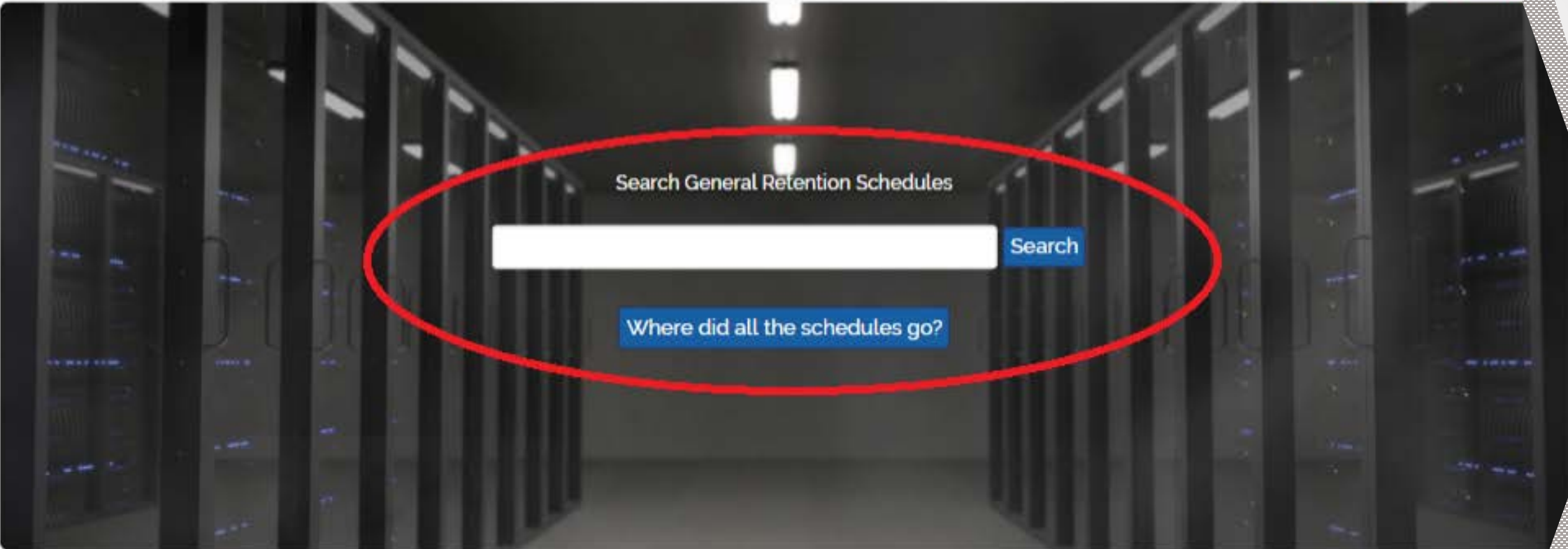
Agency-Specific General Retention Schedules

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Why the change?

- Easier to search
- Less redundancy
- Better searching
- Simplified
- Result of process audit