

Records and Information Management (RIM) 101

Webinar 2 of 3

Records Lifecycle

Records Appraisal

Retention Schedules



Upcoming Webinars

- RIM 101 (3 of 3): Format Specifics and Working With the Archives

Thursday, May 21 with Renée Wilson

- Updates to Records Laws: GRAMA and Utah Expungement Law

Thursday, May 28 with Rosemary Cundiff

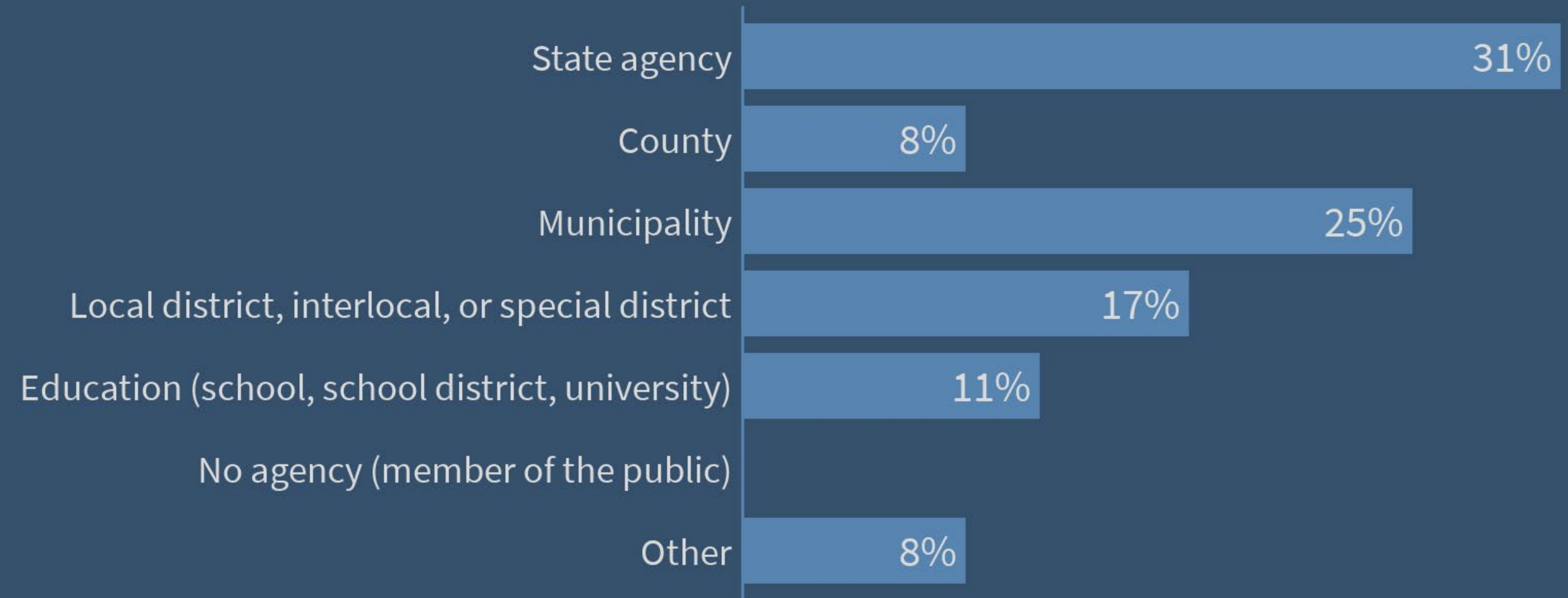
Register at archives.utah.gov/rim/training.html



When poll is active, respond at PolleEv.com/statearchive240

Text **STATEARCHIVE240** to **22333** once to join

What type of government agency do you represent?





Issue: How long do I keep this record?

Record lifecycle

The law

Records appraisal

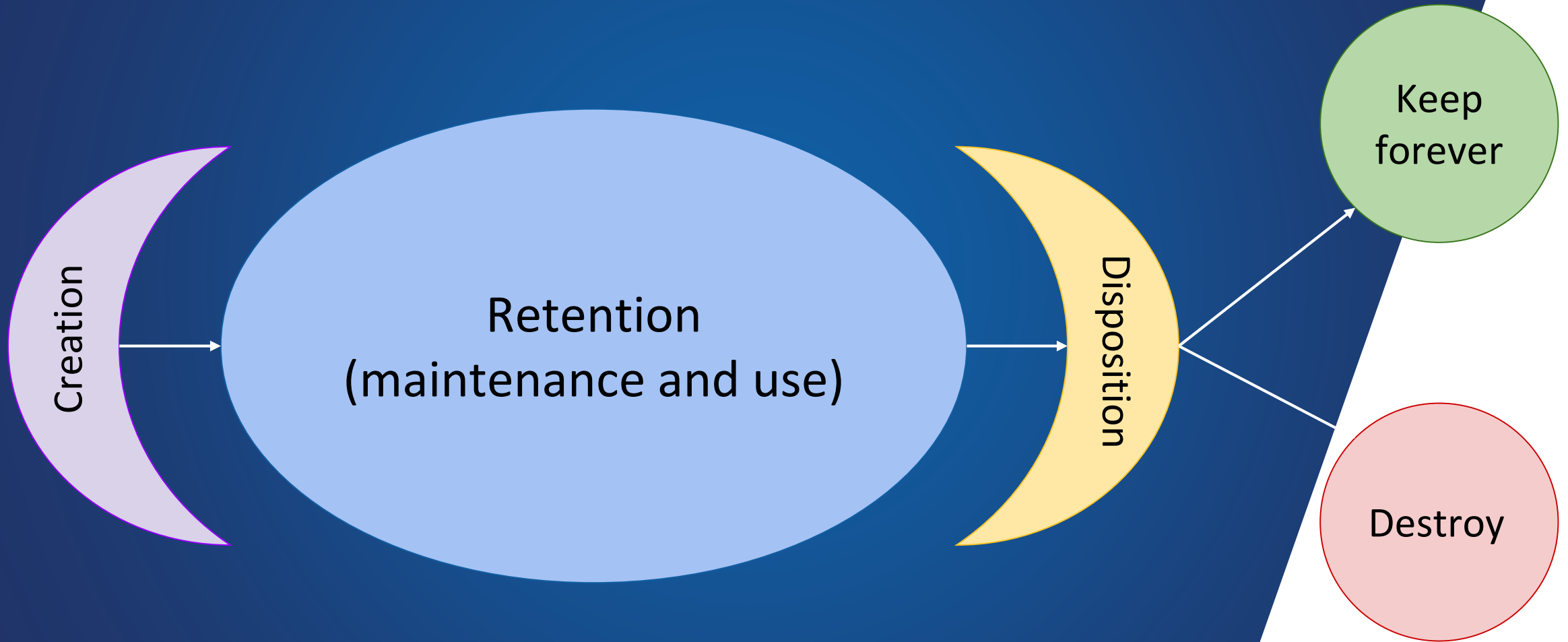
Retention schedules



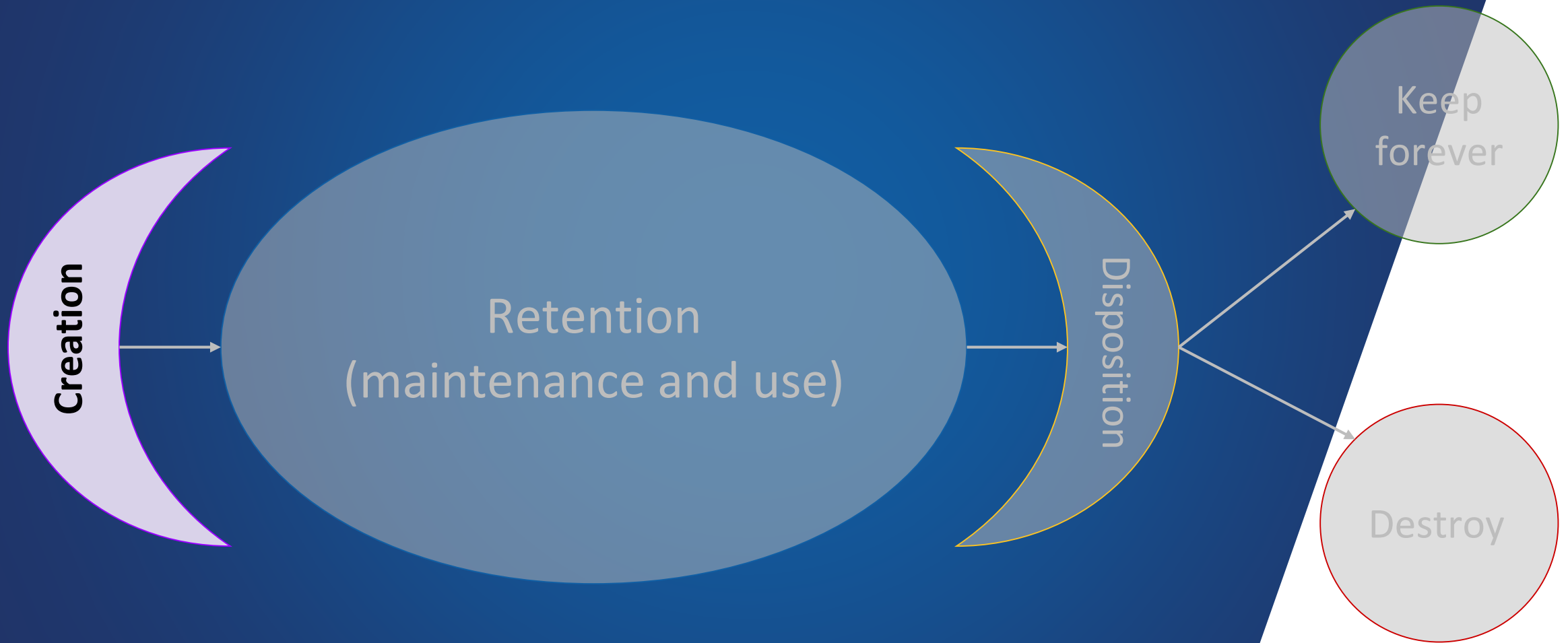
Record Lifecycle



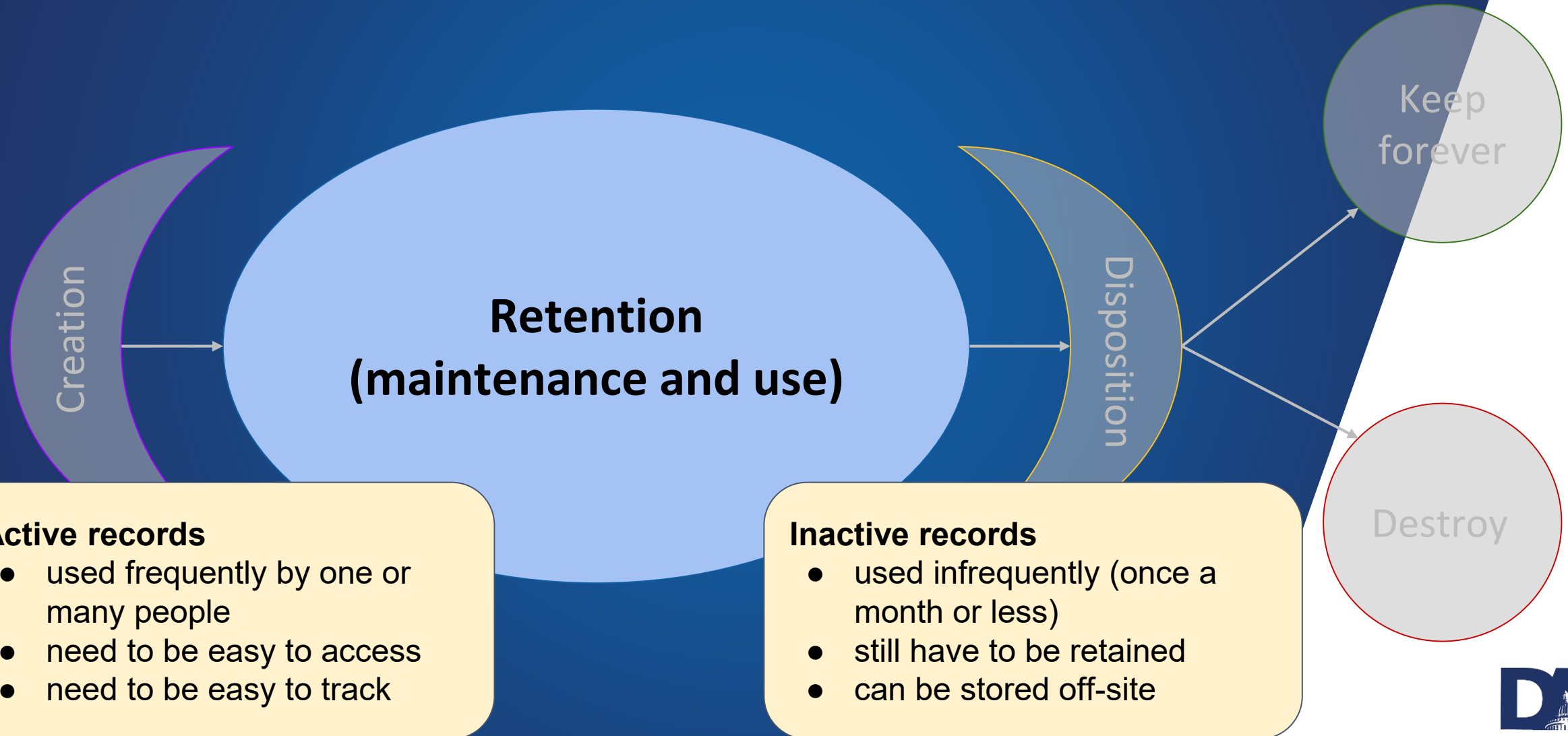
Record Lifecycle



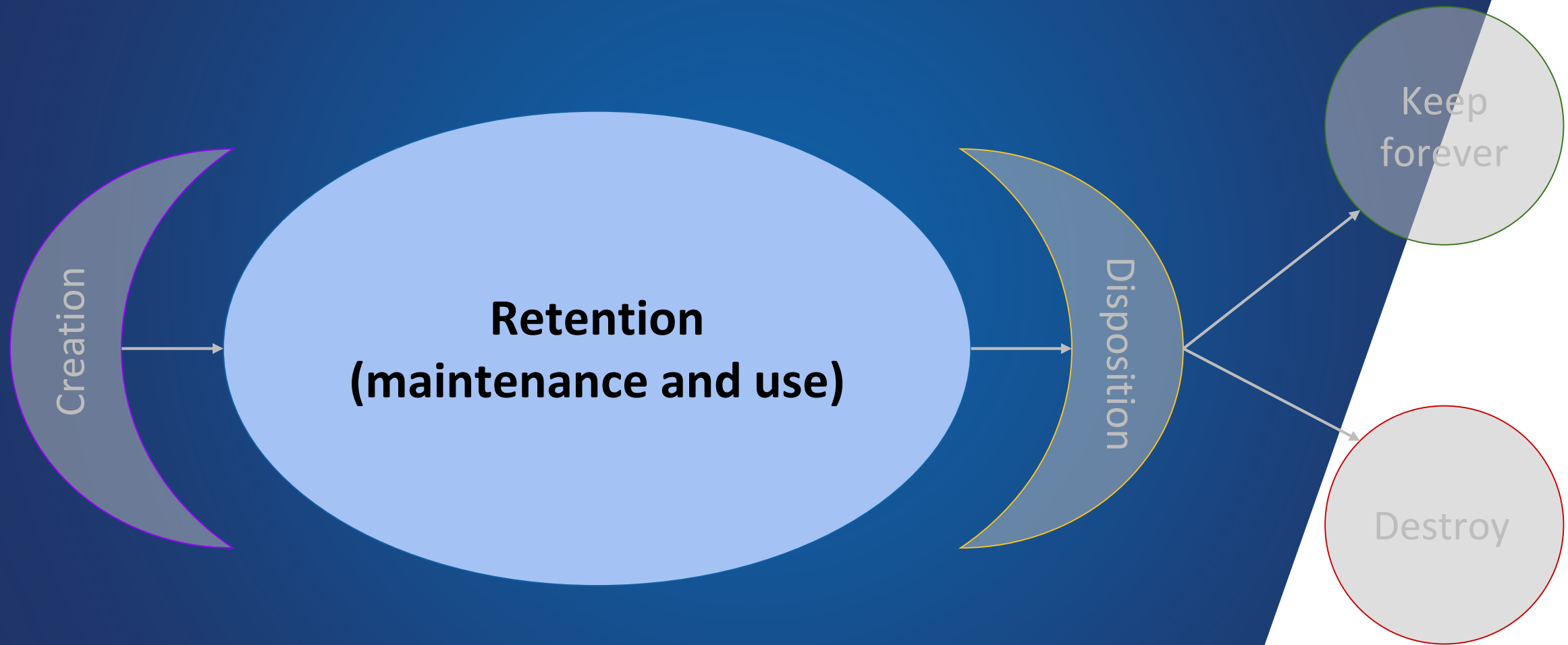
Record Lifecycle



Record Lifecycle



Custody during retention

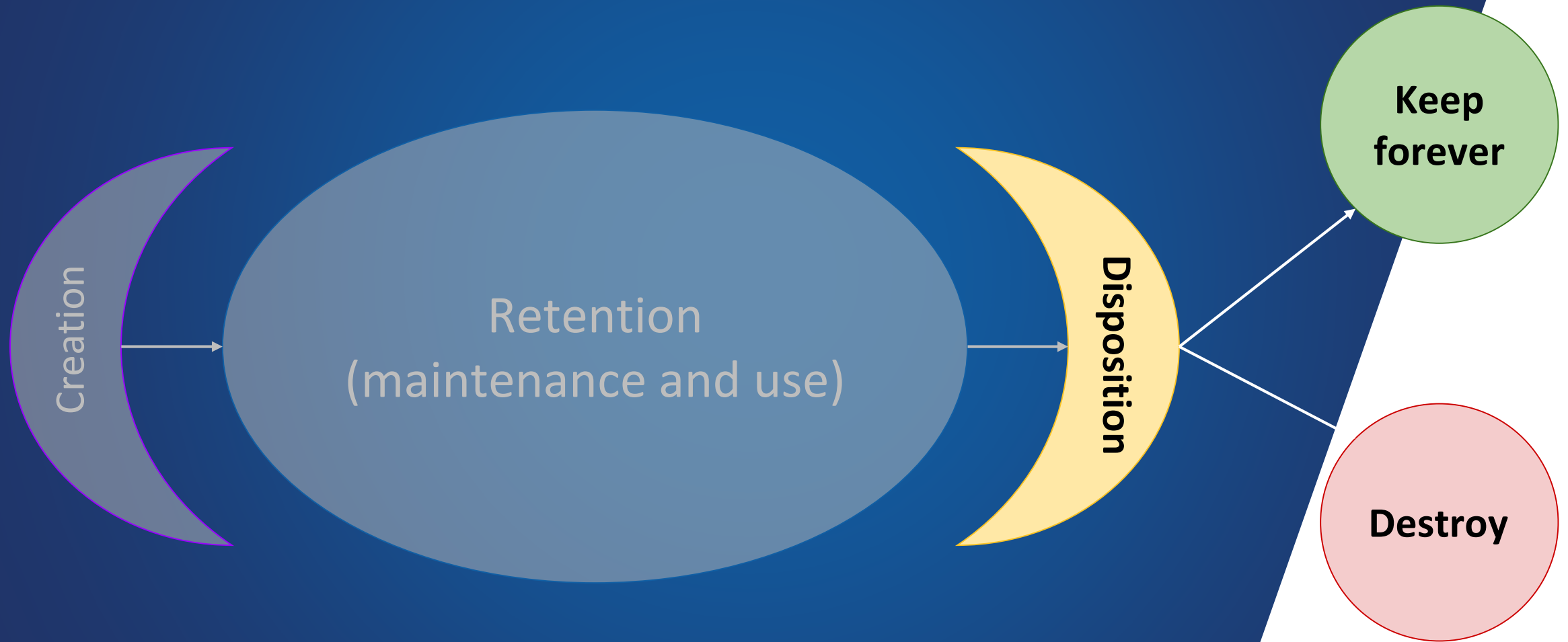


In agency custody

- Records are still in custody, even if physically located elsewhere
- Custody = agency responsible for:
 - Managing records
 - Maintaining records
 - Providing access to records

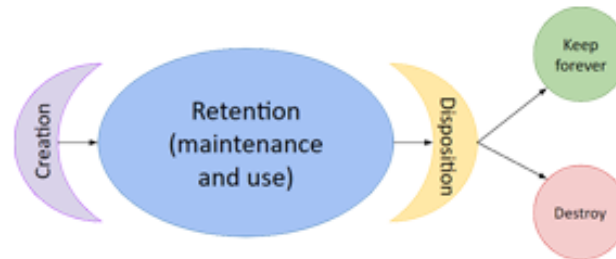


Record Lifecycle



Record Lifecycle

Retention Schedule





Meeting request



RIM Specialists (Analysts)/ARO correspondence x



Nicole Vawdrey <nicolevawdrey@... Thu, Jan 23, 9:38 AM



to me ▾

Renee,

We just had another Archive Committee meeting and it brought up a few questions that I need your help with. Do you have time next week that we can meet to discuss?



Renee Wilson <reneewilson@uta... Jan 23, 2020, 9:57 AM



to Nicole ▾

Absolutely. I'm free Tuesday afternoon and all of Wednesday.



Nicole Vawdrey <nicolevawdrey... Thu, Jan 23, 10:18 AM



to me ▾

How about Wednesday at 10 am?



Renee Wilson <reneewilson@ut... Jan 23, 2020, 10:20 AM

to Nicole ▾

Sounds great.



When poll is active, respond at **PollEv.com/statearchive240**

Text **STATEARCHIVE240** to **22333** once to join

Meeting request email - how long should you keep this record?

Until resolution
of issue

97%

1 year 3%

7 years

Permanent

Meeting request

RIM Specialists (Analysts)/ARO correspondence x



Nicole Vawdrey <nicolevawdrey@... Thu, Jan 23, 9:38 AM

to me ▾

Renee,

We just
quest
meet



Renee Wilson <reneewilson@uta... Jan 23, 2020, 9:57 AM

to Nicole ▾



Nicole Vawdrey <nicolevawdrey@... Thu, Jan 23, 10:18 AM

to me ▾

How about W



Renee Wilson <reneewilson@ut... Jan 23, 2020, 10:20 AM

to Nicole ▾

Sounds great.

Thanks!

Boxes



Main

User Defined

Ext. Description

Files

Box Identifiers

Box Number

3276

User Box Number

2

Record Center ID

Barcode ID

%00003276

RFID

Location

Box Type

CUBIC FOOT BOX

Record Center

ARCHIVES

Aisle - Bay - Shelf

____-____-____

Position

Alternate Location

D040A01

Space Management

Descriptive Information

Company

UTAH STATE ARCHIVES RECORDS CENTER

State

Inactive

Department

/00011/

Department of Administrative Services. Division of Archives and Recor

Record Series

07323-

Executive correspondence

Title

Description

Box 2
Jacobsen: Privacy and Security Committee
1982-1983

General

Additional

Retention

Destruction

Activity

Ranges

Creation

5/4/1995

Submitted By

Event

Label Type

< None >

Submit

2/13/1996

Disposition

CUSTODY

CUSTODY

Misc

From

1/1/1982

To

12/31/1983

☒ Label Printed

Search

Update

Delete

Add

Clear

Previous

Next

Itemize Files

Print Label

Options

Spell Check

Check Out

When poll is active, respond at [PollEv.com/statearchive240](https://poll.ev.com/statearchive240)

Text **STATEARCHIVE240** to **22333** once to join

Database entry - how long should you keep this record?

Boxes

Main User Defined Ext. Description Files

Box Identifiers

Box Number 3276

User Box Number 2

Record Center ID

Barcode ID %00003276

RFID

Location

Box Type CUBIC FOOT BOX

Record Center ARCHIVES

Aisle - Bay - Shelf

Alternate Location D040A01

Position

Space Management

Descriptive Information

Company UTAH STATE ARCHIVES RECORDS CENTER

State Inactive

Department /00011/

Record Series 07323-

Title

Description

Box 2
Jacobsen, Privacy and Security Committee
1982-1983

General Additional Retention Destruction Activity Ranges

Creation 5/4/1995

Submitted By

Event

Label Type <None>

Submit 2/13/1996

Disposition CUSTODY

Misc

From 1/1/1982

To 12/31/1983

Label Printed

Search

Update

Delete

Add

Clear

Previous

Next

Itemize Files

Print Label

Options

Spell Check

Check Out

Until it is superseded

5 years

Until the related box is
destroyed or doesn't exist

63%

Permanent

38%

Records in a database
are not records

The Law



Records Laws

PRMA – Public Records Management Act

(Utah Code 60A-12)

GRAMA – Government Records Access and Management Act

(Utah Code 63G-2)

Uniform Electronic Transactions Act

(Utah Code 46-4)



Records are property of the state

Do not intentionally

- destroy
- mutilate
- damage
- dispose of

the record copy contrary to a properly adopted retention schedule!



Mandated to maintain & destroy

Utah Code 63G- 2-604 – Retention and disposition of records.

(1) (a) . . . each governmental entity shall file with the State Records Management Committee a proposed schedule for the retention and disposition of each type of material that is defined as a record under this chapter.

(b) After a retention schedule is reviewed and approved by the State Records Management Committee under 40 Subsection 63G-2-502(1)(b), **the governmental entity shall maintain and destroy records in accordance with the retention schedule.**

(c) If a governmental entity subject to the provisions of this section has not received an approved retention schedule for a specific type of material that is classified as a record under this chapter, the model retention schedule maintained by the state archivist shall govern the retention and destruction of that type of material.

State Archivist

State Archivist is the official custodian of non-current records of permanent value:

- Historical records have met retention
- Agency is done maintaining them
- Agency becomes obsolete



Travel Reimbursement Request for Out-of-State Travel

This required form **MUST** be filled out completely and original receipts sent in order to submit your request accurately and timely. Once completed, submit to *State Travel 4120 SOB, Box 1117 for Inner Office Mail, or email to dastravel@utah.gov.*

Agencies should ensure travel reimbursement requests are completed accurately and approved within **45 days** from the date of return of the trip.

Name: Renée Wilson	DAS Division: Archives	
Employee # 100790	Email: reneewilson@utah.gov	
Purpose of Trip: Professional development – Society of American Archivists (SAA) Annual Meeting, plus two full-day courses for DAS (digital archives specialist) re-certification		
Destination: Austin, TX		
Departure Date: Tuesday, July 30, 2019	Departure Time: 11:45 AM	
Departure Home Base Address: Archives, 346 S. Rio Grande St., Salt Lake City, UT 84101		
Return Date: Tuesday, August 6, 2019	Return Time: 9:30 PM	
Arrival Home Base Address: 1000 E. 1000th Street, Salt Lake City, UT 84101		
Incidental Expenses. (If no receipt you can only claim \$19.99 per item)		
Date: Date	Taxi	Amount: \$
Date: Tuesday, July 30, 2019, Tuesday, August 6, 2019	Shuttle	Amount: \$16.57, \$16.57 (\$33.14 total)
Date(s): Tuesday, July 30, 2019, Tuesday, August 6, 2019	Baggage Fees	Amount: \$30, \$30 (\$60 total)

SuperShuttle

Call (512) 258-3826 Option 3, at least one day in advance for return reservations

PASSENGER RECEIPT

7/30/2019 6:29:55PM

CONF#: 1079618

PASSENGERS: 1

Wilson, Renee

JW Marriott Austin

Austin

78701

FARE:	\$ 11.50
SERVICE CHARGE:	\$ 0.00
DRIVER FEES:	\$ 0.00
COMPANY FEES:	\$ 3.00
DISCOUNT:	\$ 0.00
TIP:	\$ 2.07
COMP/GIFT CERT:	\$ 0.00
TOTAL DUE:	\$ 16.57

PAYMENT TYPE: PREPAID

TOTAL PAID: \$ 16.57

CHANGE DUE: \$ 0.00

THIS IS A RECEIPT
NOT VALID FOR TRANSPORTATION



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Reimbursement request - how long should you keep this record?

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JM Marriott Austin

Austin 76701

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PAYMENT TYPE: PREPAID

TOTAL PAID: \$ 16.57

CHANGE DUE: \$ 0.00

THIS IS A RECEIPT
NOT VALID FOR TRANSPORTATION

Until administrative need is met

24%

3 years

50%

7 years

26%

Permanent



STATE OF UTAH

OFFICE OF THE GOVERNOR
SALT LAKE CITY
84114-0601

OLENE S. WALKER
GOVERNOR

GAYLE F. McKEACHNIE
LIEUTENANT GOVERNOR

July 9, 2004

Mr. Brady Johnson
4622 Moose Horn Court
West Jordan, UT 84088

Dear Mr. Johnson:

I appreciate the opportunity to give a more complete response to the question you raised during KSL's "Let Me Speak to the Governor" program. I didn't mean to imply that teachers can live on the "good feelings which come from helping a child learn." I am very aware that Utah's teachers need and deserve higher salaries and that our schools need additional funding for textbooks and supplies as well as smaller class sizes. I am also aware that these things seriously impact the job satisfaction of teachers. We not only have to retain teachers, we must also recruit 5,000 to 6,000 new teachers to teach an approximate 145,000 additional students entering our schools in the next decade. These are serious financial issues that must be addressed in the near future.

Utah's economy is just emerging from a three-year slow down. This slow down caused serious budget problems for all state agencies and school districts. The modest increase in funding which was provided for next year is inadequate, but it is a beginning. We can expect

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Governor Walker letter - how long should you keep this record?



Until administrative
need is met

14%

7 years

3%

10 years

8%

Permanent

76%



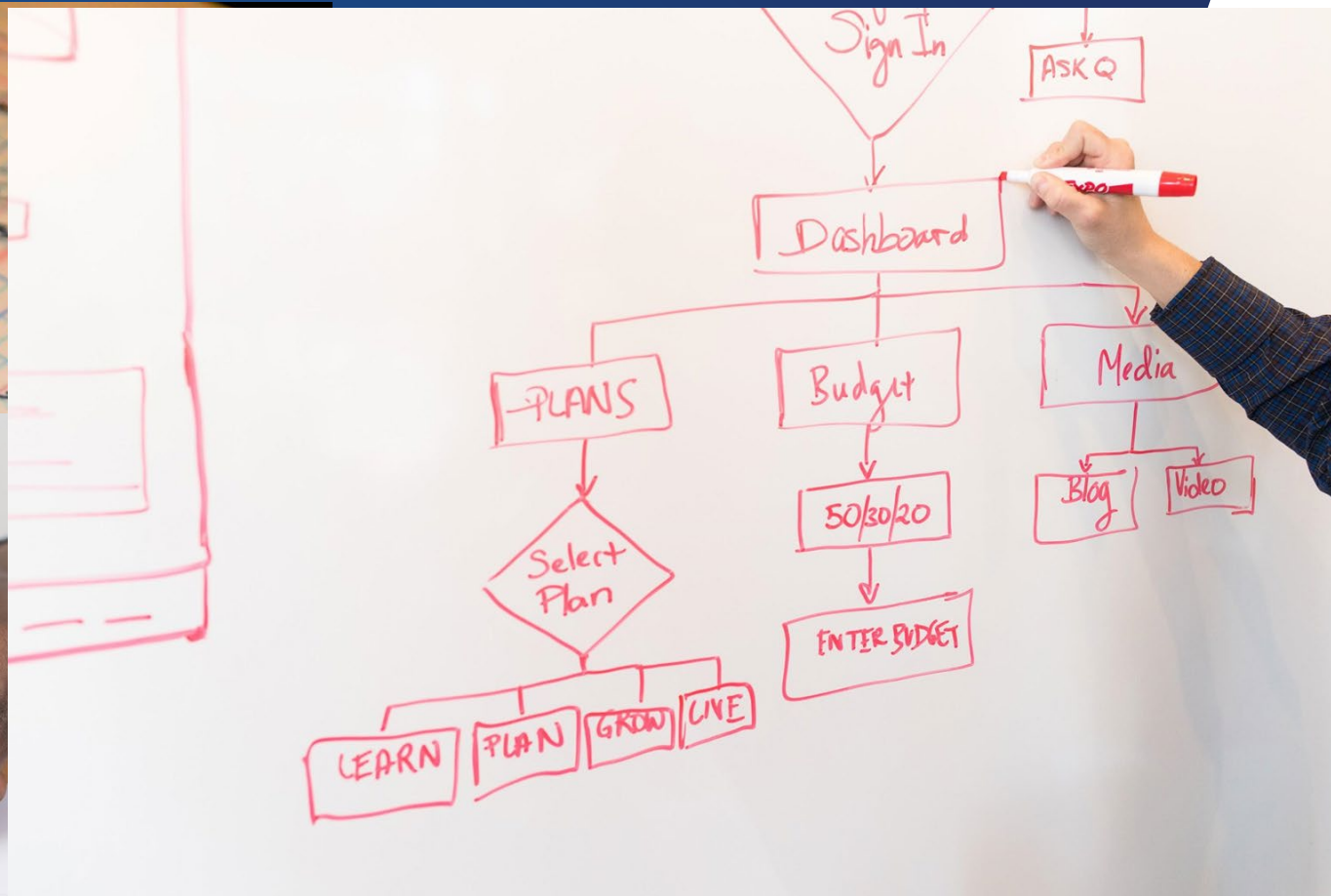
Records Appraisal



Appraising Records

- Administrative
- Fiscal
- Legal
- Historical
 - ^ always permanent





Appraising Records

- Administrative
- Fiscal
- Legal
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 - ^ always permanent





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Meeting request email - what value (appraisal) does this record have?

Meeting request

RIM Specialists (Analysts)/ARO correspondence x



Nicole Vawdrey <nicolevawdrey@... Thu, Jan 23, 9:38 AM
to me ▾

Renee,

We just
quest
meet



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to me ▾

How about W



Renee Wilson <reneewilson@ut... Jan 23, 2020, 10:20 AM
to Nicole ▾

Sounds great.

Thanks!

Administrative

100%

Fiscal

Legal

Historical

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Database entry - what value (appraisal) does this record have?

The screenshot shows a web-based form titled 'Boxes' with a toolbar at the top containing icons for search, print, and other actions. The form is divided into several sections:

- Box Identifiers:** Includes fields for Box Number (2273), User Box Number (2), Record Center ID, Barcode ID (300003276), and RFID.
- Location:** Includes Box Type (CUBIC FOOT BOX), Record Center (ARCHIVES), Aisle - Bay - Shelf, and Alternate Location (D040A01).
- Descriptive Information:** Includes Company (UTAH STATE ARCHIVES RECORDS CENTER), State (Inactive), Department (/00011/), Record Series (07323), Title, and Description (Box 2, Jacobsen, Privacy and Security Committee, 1982-1983).
- General/Additional/Retention/Disposition/Activity/Ranges:** Includes Creation (5/4/1995), Event, Submit (2/13/1996), Misc, From (1/1/1982), To (12/31/1983), Submitted By, Label Type, Disposition (CUSTODY), and a checked 'Label Printed' box.

On the right side of the form, there is a vertical toolbar with buttons: Search, Update, Delete, Add, Clear, Previous, Next, Itemize Files, Print Label, Options, Spell Check, and Check Out.

Administrative

29%

Fiscal

Legal

4%

Historical

68%

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Reimbursement request - what value (appraisal) does this record have?

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TIP: \$ 2.07

COMP/GIFT CERT: \$ 0.00

TOTAL DUE: \$ 16.57

PAYMENT TYPE: PREPAID

TOTAL PAID: \$ 16.57

CHANGE DUE: \$ 0.00

THIS IS A RECEIPT
NOT VALID FOR TRANSPORTATION

Administrative

8%

Fiscal

92%

Legal

Historical

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Governor Walker letter - what value (appraisal) does this record have?



Administrative 3%

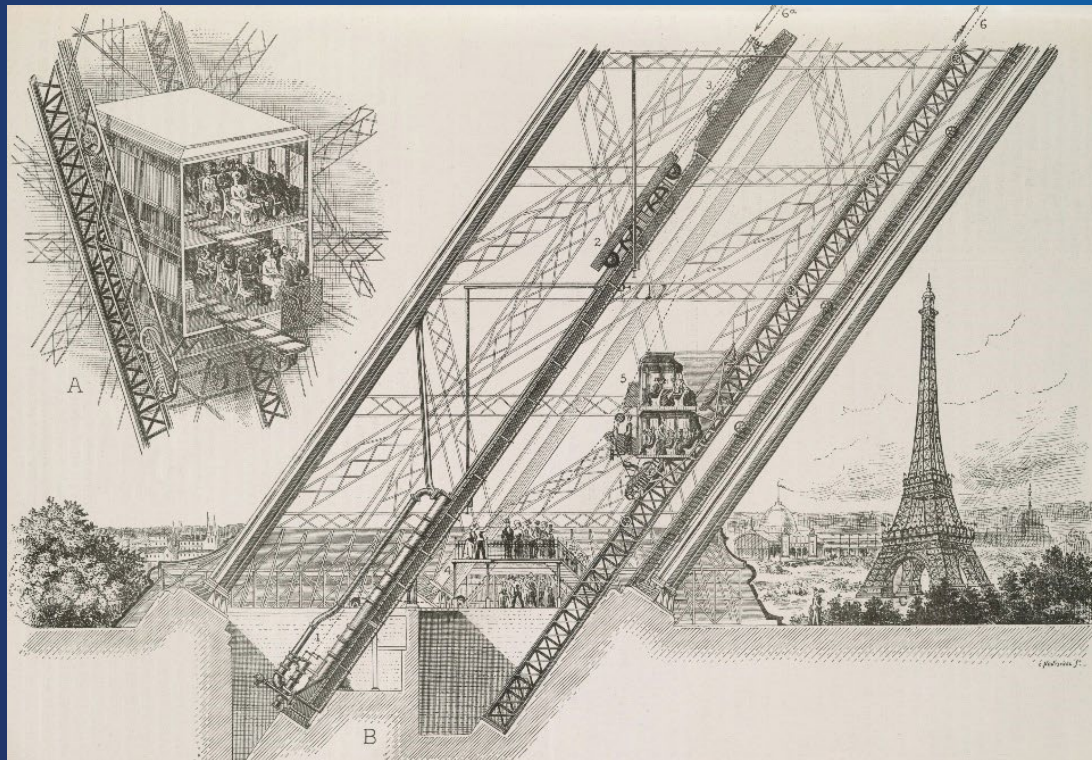
Fiscal

Legal 10%

Historical 87%

Assessing Value

Administrative need = 20 years?



🗨️ When poll is active, respond at **PolleEv.com/statearchive240**

📱 Text **STATEARCHIVE240** to **22333** once to join

What does permanent mean?

Indefinitely

66%

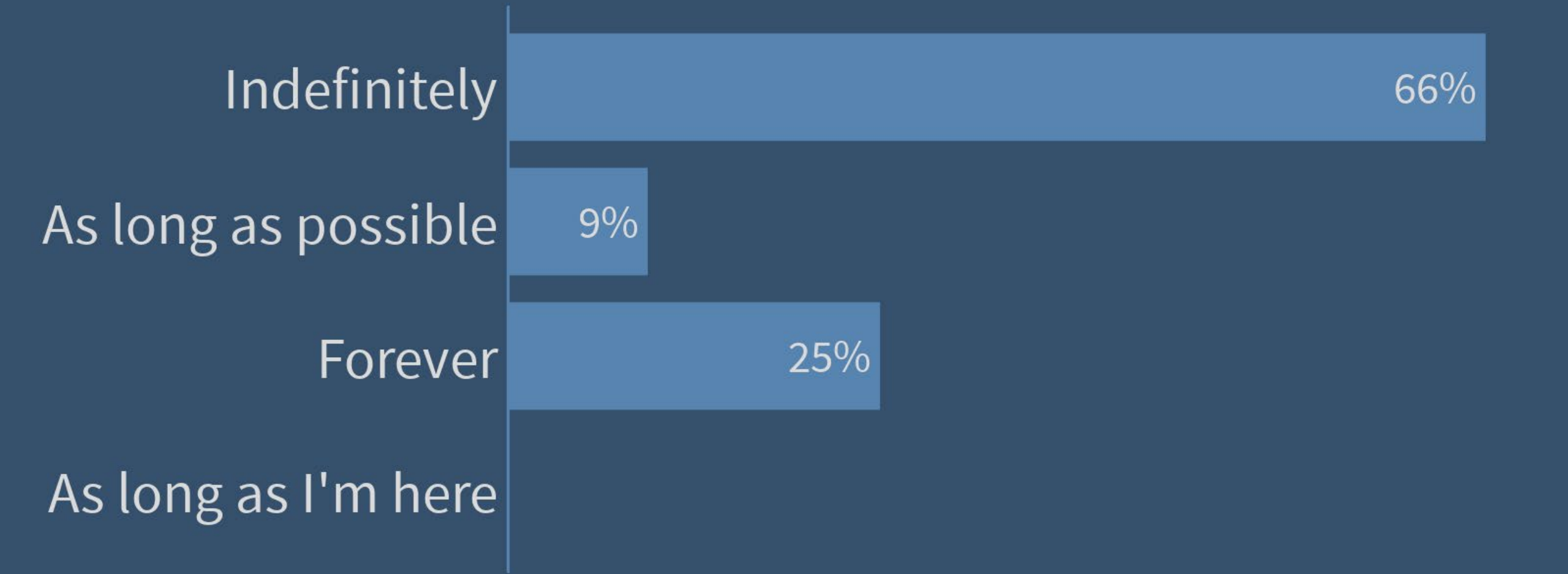
As long as possible

9%

Forever

25%

As long as I'm here





Permanent does NOT mean "as long as I am here"



"We've got to get our clients to think of long-term investments."

"By long-term, I mean until we retire."



Permanent means forever

Permanent = forever. Never destroy, delete, lose

Long-term retentions:

- 50 years after dissolution of the republic, then destroy
- 10,000 years, then destroy

Historical value = transfer to State Archives

- Historical value
 - Organization's history
 - Research interest
 - Intrinsic value
 - Age
 - Content
 - Unique features



Historical value = transfer to State Archives

- State Archives takes custody
 - Preservation
 - Access via Research Center in Salt Lake City





RIM Section Monthly Numbers (Master)



File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Arial 10 B I S A

fx

	A	B	C	D	E	F
1	Month	Person	Agency	# of Contacts (not in-office)	# of Contacts (in-office visit)	Agency/Division/Office Visited (in-office)
611	February 2020	Renée	Special service districts	1		
612	February 2020	Renée	UDAF (Department of Agriculture and Food)	4		
613	February 2020	Renée	UDOT (Department of Transportation)	6		
614	March 2020	Renée	County agencies	3		
615	March 2020	Renée	CCJJ (Utah Commission on Criminal and Juvenile J	4		
616	March 2020	Renée	Municipality agencies	3		
617	March 2020	Renée	Public	5		
618	March 2020	Renée	School districts	2		
619	March 2020	Renée	Department of Commerce	1		
620	March 2020	Renée	Department of Corrections	2		
621	March 2020	Renée	DABC (Department of Alcoholic Beverage Control)	2		
622	March 2020	Renée	DAS (Department of Administrative Services)	9	4	Fleet
623	March 2020	Renée	DEQ (Department of Environmental Quality)	4		
624	March 2020	Renée	DHRM (Department of Human Resource Managemen	4		
625	March 2020	Renée	DHS (Department of Human Services)	15		
626	March 2020	Renée	DPS (Department of Public Safety)	1		
627	March 2020	Renée	DWS (Department of Workforce Services)	6		
628	March 2020	Renée	Department of Health	2		
629	March 2020	Renée	Public Service Commission	1		
630	March 2020	Renée	UDAF (Department of Agriculture and Food)	3	3	Animal Industry
631	March 2020	Renée	UDOT (Department of Transportation)	4		
632	March 2020	Renée	Special service districts	1		
633	April 2020	Renée	Board of Pardons and Parole	1		
634	April 2020	Renée	DAS (Department of Administrative Services)	6		
635	April 2020	Renée	DEQ (Department of Environmental Quality)	9		
636	April 2020	Renée	DHRM (Department of Human Resource Managemen	7		
637	April 2020	Renée	DHS (Department of Human Services)	10		
638	April 2020	Renée	DPS (Department of Public Safety)	1		
639	April 2020	Renée	DTS (Department of Technology Services)	1		
640	April 2020	Renée	DWS (Department of Workforce Services)	12		



When poll is active, respond at [PollEv.com/statearchive240](https://poll-ev.com/statearchive240)

Text **STATEARCHIVE240** to **22333** once to join

RIM section monthly contact data - how long should you keep this record?

RIM Section Monthly Numbers (Master)						
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive						
100% \$ % .0 .00 123 Arial 10 B I U A						
1	Month	Person	Agency	# of Contacts (not in-office)	# of Contacts (in-office visit)	Agency/Division/Office Visited (in-office)
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622	March 2020	Renée	DAS (Department of Administrative Services)	9	4	Fleet
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640	April 2020	Renée	DWS (Department of Workforce Services)	12		

1 month

9%

1 year

19%

2 years

9%

3 years

63%



STATE OF UTAH COOPERATIVE CONTRACT AMENDMENT

AMENDMENT #: 3

CONTRACT #: AR1766

Starting Date: 1/1/2014

Expiration Date: 12/31/2020

TO BE ATTACHED AND MADE PART OF the specified contract by and between the State of Utah Division of Purchasing and U.S Bank National Association (Referred to as CONTRACTOR).

BOTH PARTIES AGREE TO AMEND THE CONTRACT AS FOLLOWS:

Amend to exercise 2 year renewal option and to amend incentive share calculations as outlined in the attached amendment.

(Master Agreement Amendment already approved)

Effective Date of Amendment: 1/1/2019

All other terms and conditions of the contract, including those previously modified, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR

 10/21/18
Contractor's Signature Date

Brad W. Hoffelt

Contractor's Name (Print)

Senior Vice President

Title (Print)

STATE OF UTAH

 10/25/2018
Director, State of Utah Division of Purchasing Date

For Division of Purchasing Internal Use

Purchasing Agent	Phone #	E-mail Address	Contract #
Angela Carlisle	801-538-3524	acarlisle@utah.gov	AR1766



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Contract - how long should you keep this record?



STATE OF UTAH COOPERATIVE CONTRACT AMENDMENT

AMENDMENT #: 3
CONTRACT #: AR1766
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Effective Date of Amendment: 1/1/2019

All other terms and conditions of the contract, including those previously modified, shall remain in full force and effect.
IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR **STATE OF UTAH**

 10/23/18  10/25/2018
Contractor's Signature Date Director, State of Utah Division of Purchasing Date

Brad W. Hoffelt
Contractor's Name (Print)

Senior Vice President
Title (Print)

For Division of Purchasing Internal Use			
Purchasing Agent	Phone #	E-mail Address	Contract #
Angela Carlisle	801-538-3524	acarlisle@utah.gov	AR1766

1 year

7 years 3%

7 years after expiration of contractual agreement

94%

Permanent 3%

Retention Schedules



Retention Schedules

Search General Retention Schedules

Search

Where did all the schedules go?

Find Your Agency's Series-Specific Retention Schedules

Search by agency name:

Search

Browse by agency name:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Enter series number:

Search

Agency-Specific General Retention Schedules

[View Departments](#)

[Search All](#)

Local Retention Schedules & Ordinances

Retention Schedule Types

General Retention Schedule

Grant records (GRS-1859)

Description

These records document grants received by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records.

Retention and Disposition

After final action, retain for 7 years; then destroy records.

Categories

- Financial
- State Government

Effective

3/2018

Previous Schedule Number

SG-7-70

PDF report

[View/Print PDF](#)

Feedback and Search Terms

- [Provide Feedback](#)
- [Did you have trouble finding this schedule? Suggest a search term.](#)

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:

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General Retention Schedules

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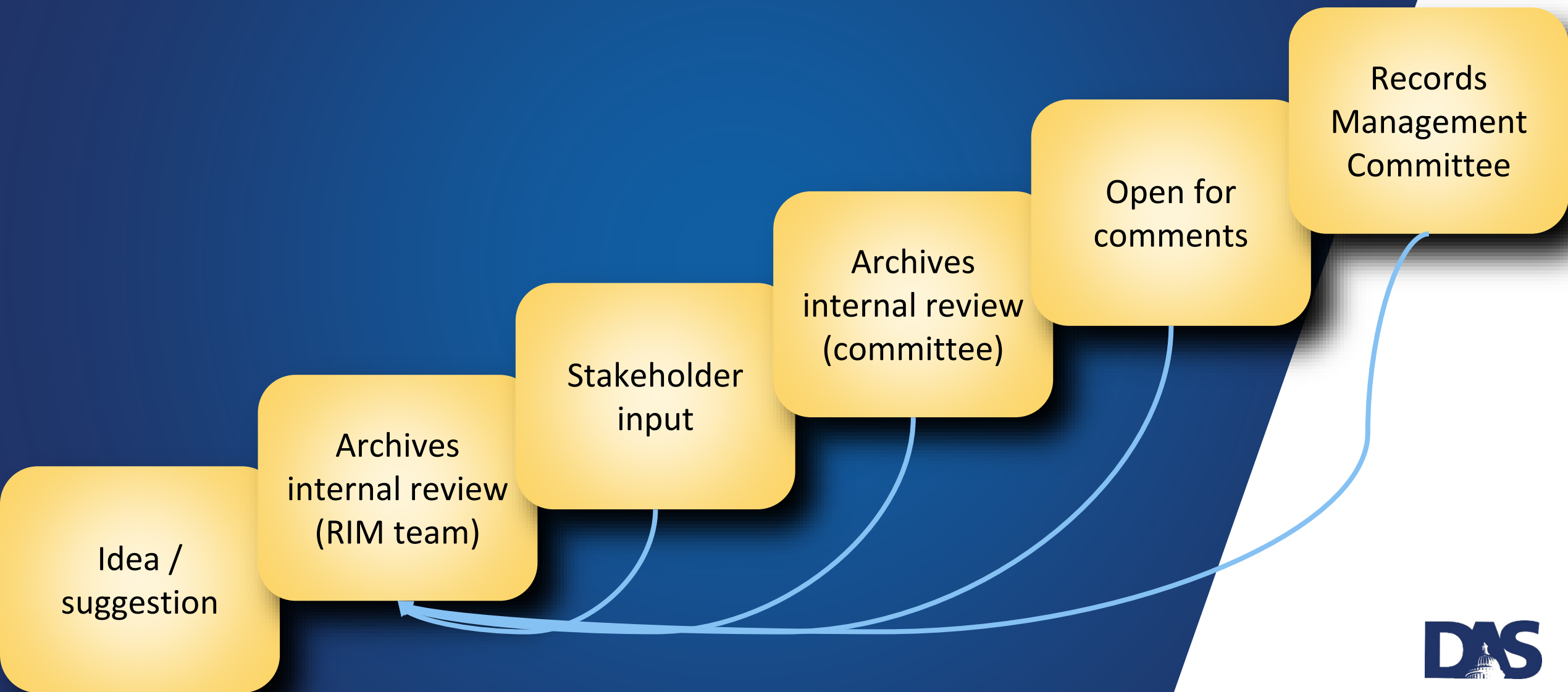
Approval Authority for Retention Schedules

- State History director (or designee)
- State Archives director (or designee)
- Member of Utah State Bar
- Member w/experience in public finance
- Private sector records manager
- Political subdivisions representative
- News media representative



State Records Management Committee (RMC)

GRS approval process





Major/minor GRS updates

Major Updates

- significant description change
- consolidation (non-duplicative)
- consolidation which changes retention
- retention change
- disposition change
- discontinuation
- new GRS

Minor Updates

- description updates for consistency, typos, grammar
- consolidation (duplicative)
- citation updates
- title updates or changes

Approval Authority for General Retention Schedules



Records Management Committee (RMC)

General Retention Schedule Items

Find: [Search](#) [Clear](#)

[Show advanced search options](#)

24 results

Sort by Relevance
Detail View
[Export results to spreadsheet](#)

Date on which the State Records Management Committee approved the schedule.

Open meeting minutes & public materials (GRS-1709) [View](#) | [PDF](#)

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

Retain permanently. Records may be transferred to the archives.

Effective 2014-07-01

Open meeting recordings (GRS-1712) [View](#) | [PDF](#)

Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until and unless written meeting minutes are approved. Recordings used in place of written minutes in accordance with Utah Code 52-4-203(2)(b) are meeting minutes and are subject to the general retention schedule for open meeting minutes and public materials (GRS-1709), per Utah Code 52-4-203(6)(2018).

Retain for 3 years after approval of written minutes, and then destroy records.

Effective 2014-07-01

Administrative hearing records (GRS-1655) [View](#) | [PDF](#)

Records of hearings held for various reasons including to regulate processes, change rules and policies, address the denial and revocation of licenses at the request of the public, or to discuss particular issues at the request of an executive body. Records may include meeting notices, proofs of publications, meeting minutes, the conclusions reached, and related correspondence.

Permanent. Retain for 5 years. Transfer records to the archives.

Effective 1990-07-01

Closed meeting records (GRS-1710) [View](#) | [PDF](#)

- 
- Once a schedule has been approved, it is considered active, and **supersedes all previous versions** of that schedule.
 - Records being managed according to these schedules must align with the **current general schedule** description and retention, regardless of their creation date.

Need Feedback from You! Stakeholders

General Retention Schedule Current Updates

Current Proposed Changes

 Give Us Feedback

Filter	Sort	...
ORIGINAL GRS RETENTION & DISPOSITION	NEW GRS RETENTION & DISPOSITION	COMMENT ON THIS PROPOSED UPDATE: https://docs.google.com/forms/d/e...
GRS-369: Served warrant log	GRS-370: Warrants	COMMENT ON THIS PROPOSED UPDATE: https://docs.google.com/forms/d/e...
STATUS Awaiting your feedback	STATUS Awaiting your feedback	TYPE OF UPDATE Consolidation Retention Descr
TYPE OF UPDATE Consolidation Retention Descr	TYPE OF UPDATE Description (minor)	

Major/Minor Updates

Updates are categorized as either "major" or "minor."

Major updates include:

- Significant description updates
- Consolidation of schedules that are not duplicative
- Consolidation that changes the retention of records
- Retention change
- Disposition change
- Discontinuation of a schedule

Minor updates include:

- Description updates for consistency, typos, or grammar
- Consolidation of duplicative schedules
- Citation updates
- Title updates or changes

 Superseded Schedules List (.xlsx)

- Email
- Website
- In-person



I. PRESENT PLAN OF ORGANIZATION

State government in Utah has been expanding in an attempt to keep pace with the increasing public service requirements of a growing population, now estimated to be over 1,000,000. Recent program expansions have occurred in many areas and include:

- Increased state participation in financing of public schools, institutions of higher education, and public welfare assistance programs.
- Establishment of a \$67,000,000 capital improvement program for development of state buildings and park and recreation sites.
- Increased support for industrial development and other state promotional programs.
- Accelerated development of the state highway system.

To implement and "administer" the expanding programs an administrative structure has been created and staffed. Utah state government now employs almost 11,000 full time personnel including those who work for colleges and universities. Counting federal aid, Utah now expends annually an amount in excess of three hundred million dollars (\$300,000,000).

For example, state expenditures for the fiscal year 1964-65 were as follows:

Activity	Amount (Million)	% of Total
----------	---------------------	---------------



When poll is active, respond at Pollev.com/statearchive240

Text **STATEARCHIVE240** to **22333** once to join

1966 Report - how long should you keep this record?

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For example, state expenditures for the fiscal year 1964-65 were as follows:

Activity	Amount (Million)	% of Total
----------	---------------------	---------------

10 years

50 years

100 years

Permanent

100%

NEGATIVE FILE

<u>DATE</u>	<u>JOB NUMBER</u>	<u>DESCRIPTION</u>
3/16-27/70	197063	Cores & Highway Textures Mtls. Lab
4/1/70	197064	Traffic Jam - Wreck
4/2/70	197065	Photos for Jim Guy - Training Conference Room
4/3/70	197066	Bert Kros - Service Award
4/ /70	197067	Texture Shots of Salt Flats
3/23/70	197068	Map for Femmel
4/9/70	197069	Signs (Traffic Signs)
4/9/70	197070	Capitol Bldg. at Night
4/13/70	197071	Ray Staples
4/13/70	197072	Graham Scherra
4/13/70	197073	Glen Flint
4/13/70	197074	I-80 East of Henefer
4/13/70	197075	Ogden Airport ground Shots
4/14/70	197076	1st Gun of Logan Canyon
4/15/70	197077	Consules for Communications
4/16/70	197078	Asphalt Ductility Testing Mach. Matls. Lab
4/14/70	197079	Moving House
4/7/70	197080	Medium Barrier I-70 Salina Canyon
4/10/70	197081	Retirement certification Presentation
4/20/70	197082	Photos in Parleys Canyon
4/8/70	197083	Matls. Lab Equipment Report - Ron Dellis
	197084	Old Rock Jail South of Elsinor
4/15/70	197085	Copy work
4/7/70	197086	Big Rock Candy Mountain
4/2/70	197087	Rest Area I-80N Westbound E. of Wendover
4/2/70	197088	Construction I-80 East of Knolls
4/21/70	197089	SLATS Meeting at Transportation
4/23/70	197090	Governor Rampton & Womans Club Offices
4/23/70	197091	U.S. Savings Bond Drive
4/28/70	197092	District #2 New Office Open House

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Index - how long should you keep this record?

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10 years

100 years

Permanent

Until the corresponding
records are destroyed

100%

UTAH
ADMINISTRATIVE CODE
1989

VOLUME 4

**The Complete Administrative Rules
of the State of Utah**

Effective as of January 3, 1989

Compiled by
The Utah Division of Administrative Rules
Department of Administrative Services

Norman H. Bangerter, Governor

Dr. William S. Callaghan
Director of Administrative Rules

Kenneth A. Hansen
Administrative Code Editor

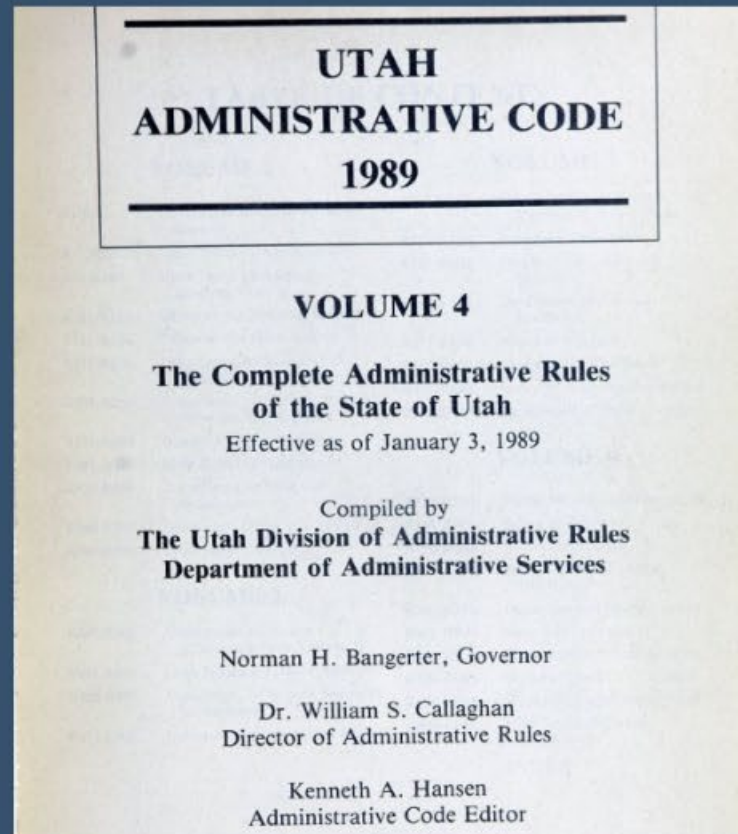




Respond at [PollEv.com/statearchive240](https://poll-ev.com/statearchive240)

Text **STATEARCHIVE240** to **22333** once to join, then **A, B, C, or D**

Administrative Code - how long should you keep this record?



10 years **A**

50 years **B**

Permanent **C**

73%

Until superseded **D**

27%

Series-specific Retention Schedule

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Series-specific retention schedule

Create a SSRS if:

- Records are not depicted in any GRS
- Retention period differs from GRS
- You'd prefer to do so for your own internal records management purposes (e.g. classification, file plan, etc.) [OPTIONAL]

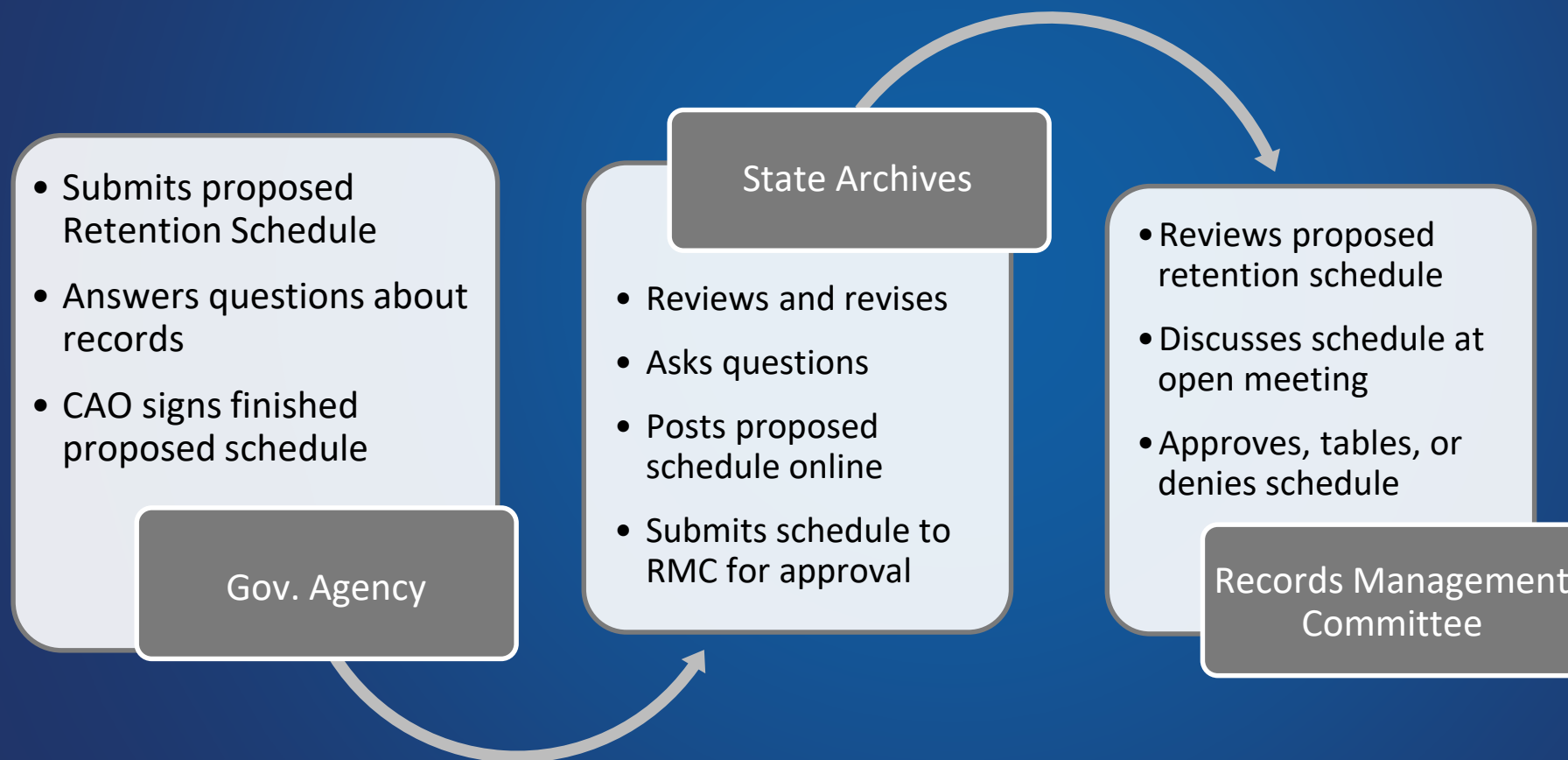


Series-specific retention schedule

Create a SSRS to utilize Archives services:

- Records stored at the State Records Center
- Records reformatted by Reformatting section
- Transferring records to be preserved at the State Archives

SSRS creation process





Options for political subdivisions

- May adopt internal ordinances that are applicable within their jurisdiction
 - Retention schedules
 - Appeals processes in compliance with GRAMA
- Must provide records schedules, policies, ordinances State Archives for review
- Must transfer historically valuable records to State Archives if requested



So... how long should I keep this record?

- What is the record's administrative/fiscal/legal value? How long will it be valuable?
- Are there any laws regarding its retention?
- Does it match an existing retention schedule?

Questions?



Renée Wilson, RIM Specialist, Utah State Archives

reneewilson@utah.gov

801-531-3842

Find your RIM specialist at archives.utah.gov/rim/records-analysts.html

