

Retention and Classification Report

Agency: State Building Board (75)

4110 State Office Building
450 North State Street
Salt Lake City, UT 84114
801-538-3018

Records Officer: _____

01677	Annual reports
80354	Building board minutes
80371	Capitol projects budget requests
01976	Five-year building program reports
00794	Publications
01679	Space utilization reports

AGENCY: State Building Board

SERIES: 1677

3

TITLE: Annual reports

DATES: 1929-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of activities from the previous year with information pertaining to chairmen, planning and research, facilities management, construction management, and legislative appropriations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these annual reports in documenting the programs of the Building Board.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: State Building Board

SERIES: 80354

3

TITLE: Building board minutes

DATES: 1964-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the minutes documenting policy making, how building priority lists were established, and general construction project oversight management. The Building Board used to be synonomous with the Division of Facilities Construction Management (DFCM). They now exist as two separate entities. The members of the board are appointed by the governor. These files could include agendas, proposals, and abstracts of what was said at the meeting. Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).
These records have value to the state in documenting the executive decisions made regarding the course of the state's building program.

AGENCY: State Building Board

SERIES: 80354

TITLE: Building board minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: State Building Board

SERIES: 80371

TITLE: Capitol projects budget requests

DATES: 1977-

ARRANGEMENT: Alphabetical by agency.

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These are construction request sent to the DCFM that reveal the budgetary impact of all planned construction. This request is reviewed and modified if needed and then sent to the legislature as part of the state annual appropriation requests.

Includes development request summary, improvement request summary, statewide funds request, development recommendations summary, improvement recommendations summary, project budgetary summary, project request detail and narrative, project request justification, on-site construction budget detail, off-site construction budget detail, and moveable equipment budget detail.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current year ends and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These records are contracts and construction project records. They are historical as they document changes made to state parks and state-owned buildings over time.

AGENCY: State Building Board

SERIES: 80371

TITLE: Capitol projects budget requests

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Building Board

SERIES: 1976

3

TITLE: Five-year building program reports

DATES: 1959-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contain building program reports with information pertaining to capital facilities priorities, five year construction and fiscal plan, statewide contingency plan, report of planning contracts awarded, capital improvements and statewide fund requests, and statewide lease reports. This report was formerly titled "Ten-Year Building Program Reports" and also included "Space Utilization Reports."

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical value of program specific reports and the documentation of program achievements, policies, procedures, and agency functions.

AGENCY: State Building Board

SERIES: 1976

TITLE: Five-year building program reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: State Building Board

SERIES: 794

3

TITLE: Publications

DATES: 1956-

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, and fiscal information; facilities; legislative action; and all other activities of the Building Board. Consists primarily of isolated publications not part of a more specific series.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications document the history of an agency and serve to inform the public of the agency's services and programs.

AGENCY: State Building Board

SERIES: 794

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: State Building Board

SERIES: 1679

3

TITLE: Space utilization reports

DATES: 1962-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains space utilization reports with information pertaining to legislative authority, statistics, economics, analyses and recommendations.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historical and informational value of these records as they document properties owned and operated by the state.

AGENCY: State Building Board

SERIES: 1679

TITLE: Space utilization reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.