Retention and Classification Report

Agency: Department of Workforce Services. Division of Housing and Community Development (176)
140 East 300 South
Salt Lake City, UT 84111
801-526-9675

Records Officer: _____

82866	Block Grant Program letters of credit files
02897	Community Development Block Grant Program application guides
23322	Community Development Block Grant and Housing Programs conso
82867	Community Development Block Grant contract files
83931	Community Development Block Grant final statements
83932	Community Development Block Grant handbooks
82865	Community Development Block Grant housing and urban developm
82864	Community Development Block Grant policy committee meeting m
82869	Community Development Block Grant rejected applications
28414	Community Services Block Grant records
82886	Denied applications for community impact funds
14340	Director's executive correspondence
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84622	Financial monitoring reports
14496	Governor's Housing Development Advisory Council minutes
14495	Governor's Housing Task Force minutes
27856	Home Energy Assistance Target contracts
14444	Home Program apartment owner case files
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22848	Home energy assistance target program files
14349	Housing Preservation Program homeowner case files
14348	Housing Preservation Program provider case files
14497	Housing programs invoices
14432	Housing programs publications
09828	Human resource council minutes and correspondence
19993	Incentive funds program records
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82882	Industrial Development Bond Review Board legislative files
82892	Permanent Community Impact Fund Board legislative files
82889	Permanent Community Impact Fund Board meeting files

82891	Permanent Community Impact Fund annual reports
82885	Permanent Community Impact Fund project files
83934	Poverty in Utah annual reports
12308	Publications
82883	Special contracts files
14433	State Homeless Coordinating Committee minutes
14345	Targeted Allocation Fund Board minutes
14344	Targeted Allocation Fund case files
14346	Targeted Allocation Fund legislative file
14494	Tenant Based Rental Assistance Program case files

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82866 3
TITLE: Block Grant Program letters of credit files
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files document the election of the Community Development Block Grant (CDBG) Program to receive federal funds for distribution and indicate the amount of money awarded. The files include letter of credit, certification letter signed by the Governor, notice of election, correspondence, and amendments to the original letter of credit.

RETENTION:

Permanent. Retain for 5 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These files contain the original documentation for the funding of the program and are historically valuable.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82866
TITLE: Block Grant Program letters of credit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 23322 3
TITLE: Community Development Block Grant and Housing Programs consolidated plan reports
DATES: 1980-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains plans for housing programs with information pertaining to housing conditions, state policies, fair housing plan, low income housing needs, homeless needs, populations with special needs (elderly, mentally ill, disable persons) and those with diseases. Includes the "Handbook of Rules and Regulations."

RETENTION:

Retain permanently

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 with authority to weed.

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 records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 23322
TITLE: Community Development Block Grant and Housing Programs consolidated plan reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82867 4
TITLE: Community Development Block Grant contract files
DATES: i 1982-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains applications, contracts, requests for funds, monitoring reports, environmental surveys, correspondence, and other related materials. These records document funds expended under the federal Community Development Block Grant program. Under this program, funds are made available to states which then provide funds to local governments to undertake community development projects. Information includes the name and location of the grantee, description of project, amount of funds requested and awarded, dates of payments, evaluations of compliance with program rules, and expenditures by grantee.

RETENTION:

Permanent. Retain for 8 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years 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.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82867
TITLE: Community Development Block Grant contract files

(continued)

APPRAISAL:

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

The information contained in these records relates to the permanent material from the Grantee files and documents the success of the program; therefore a permanent retention is applied.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 83931 4
TITLE: Community Development Block Grant final statements
DATES: i 1985-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

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 Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of block grant records.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 83931
TITLE: Community Development Block Grant final statements

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 83932 3
TITLE: Community Development Block Grant handbooks
DATES: i 1983-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The community development block grant program is a federally funded effort to improve living environments, provide housing, and stimulate economic development in communities containing between 50,000 and 200,000 people. The Block Grant Handbook by the State Division of Housing and Community Development is an annual publication generated to assist grantees in establishing their respective programs. It includes implementation policies and procedures, outlines of various developments, and state monitoring activities to ensure compliance with established guidelines.

RETENTION:

Retain permanently

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 with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 83932
TITLE: Community Development Block Grant handbooks

(continued)

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82865 4
TITLE: Community Development Block Grant housing and urban development correspondence
DATES: i 1982-
ARRANGEMENT: Chronological, thereunder alphabetical by county.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

The correspondence denotes the evolution of the program and the relation to its federal counterpart, Housing and Urban Development. This record series includes memoranda, letters, names of employees, proposed projects, and policies and procedures.

RETENTION:

Permanent. Retain for 5 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Program correspondence possesses significant historical value and has a permanent retention.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82865
TITLE: Community Development Block Grant housing and urban development correspondence

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 2897 3
TITLE: Community Development Block Grant Program application guides
DATES: 1995-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 with authority to weed.

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

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

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 2897
TITLE: Community Development Block Grant Program application guides

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82864 4
TITLE: Community Development Block Grant policy committee meeting minutes
DATES: i 1982-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are minutes, agenda, and attachments for the Community Development Block Grant (CDBG) Policy Committee which document the approval of grant applications and other business of the committee. This record series includes names of committee members, agenda, minutes, and issues discussed.

RETENTION:

Permanent. Retain for 5 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Meeting files possess significant historical value and have a permanent retention.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82864
TITLE: Community Development Block Grant policy committee meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82869 4
TITLE: Community Development Block Grant rejected applications
DATES: i 1982-
ARRANGEMENT: Alphabetical by name of region.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

The Community development block grant program is a federally funded effort to improve living environments, provide housing and stimulate economic development in communities containing between 50,000 to 200,000 people. These are applications for grant funds that were not approved by the region offices and policy board. They are maintained for review by the Department of Housing and Urban Development. They include name of local entity, the proposed project, and description of how the local entity expects to meet requirements for the grant funds.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

Representatives from Housing and Urban Development (HUD) review all applications yearly. After the federal review, these applications have no further value.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82869
TITLE: Community Development Block Grant rejected applications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 28414 3
TITLE: Community Services Block Grant records
DATES: 2005-
ARRANGEMENT: Chronological.
DESCRIPTION:

Community Services Block Grant (CSBG) is an appropriation from the U.S. Department of Health and Human Services to help communities address poverty issues. There are nine agencies statewide that receive funding from CSBG; every county in the state is served by one of these agencies.

Records in this retention schedule document the administration of CSBG and the monitoring of state and federal funding to provide services to low-income individuals and families. Records include contracts, audit records, applications, federal information systems reports, correspondence, and related records.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after final action and then delete.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 28414
TITLE: Community Services Block Grant records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82886 4
TITLE: Denied applications for community impact funds
DATES: i 1979-
ARRANGEMENT: Alphabetical by name of entity
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are community impact fund applications submitted to the Industrial Development Bond Review Board which were not approved. The board is a tax exempt bond authority that assists citizens and local governments offset impacts on public facilities and services resulting from natural or industrial disasters, homelessness, and other emergency situations. The applications include name of applying entity, name of presiding official, name of engineer, description and justification of project, indication of public support, financial information, type of funds requested, demographic information of applicant, extent of federal mineral lease activity, extent of expected impact on public facilities/services, priority ranking of the project, and any attachments necessary to support the application.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82886
TITLE: Denied applications for community impact funds

(continued)

APPRAISAL:

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

30 CFR 212.5 and 212.200 indicate that all records pertaining to federal mineral lease royalties be maintained for six years after generation of the records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14340 3
TITLE: Director's executive correspondence
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This series contains the correspondence of the Director of the Division of Community Development which is not contained in other series. These records are maintained in order to document the history of the activities of the director and division. This correspondence is frequently with other governmental entities.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

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 until administrative value has been met and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82871 4
TITLE: Disaster relief case files
DATES: i 1983-
ARRANGEMENT: Alphabetical by county
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains applications, contracts, contract amendments, engineering studies, field notes, summary sheets, notifications of approval, monitoring reports, related correspondence, and related documents. They are maintained in order to document the applications for and receipt of funds to help repair, restore, reconstruct, or replace public facilities damaged or destroyed by floods or mudslides. Upon approval of an application by Comprehensive Emergency Management, the State Engineer, and the Disaster Relief Board, a contract is prepared to provide funds for the project. Information includes the amount of the contract, the name and address of the local government applying for the funds, description of project, assessments of the damage, indication of federal or non-federal funds request, amount of matching funds, and signatures of approval.

RETENTION:

Permanent. Retain for 3 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until project is closed and then transfer to State Archives with authority to weed.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82871
TITLE: Disaster relief case files

(continued)

to weed.

APPRAISAL:

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

Because the flooding phenomenon of the 1980's is historically significant, these files provide important research value into the manner in which recovery was funded and executed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 84622 4
TITLE: Financial monitoring reports
DATES: 1975-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are reports used to monitor local government spending of funds designed for special building projects. These projects are approved and funded by state government, and mainly involve capital improvements. This record includes a copy of the contract, a work paper, a summary report which presents conclusions and findings, and an internal control questionnaire.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

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

This disposition is based on the administrative need of the agency after the standard three-year audit period.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 84622
TITLE: Financial monitoring reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14496 3
TITLE: Governor's Housing Development Advisory Council minutes
DATES: 1984-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series contains audio recordings, minutes, agenda, and any related documents or materials associated with the meetings of the Governor's Housing Development Advisory Committee. The information is maintained in order to document the history of the committee. Information includes names of persons present, dates of meetings, items discussed, and decisions or conclusions reached.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 3 years and then erase.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the committee's achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14496
TITLE: Governor's Housing Development Advisory Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14495 3
TITLE: Governor's Housing Task Force minutes
DATES: 1993-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This series contains audio recordings, minutes, agenda, and any related documents or materials associated with the meetings of the Governor's Housing Task Force. The information is maintained in order to document the history of the task force. Information includes names of persons present, dates of meetings, items discussed, and decisions or conclusions reached.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 3 years and then erase.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14495
TITLE: Governor's Housing Task Force minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 27856 3
TITLE: Home Energy Assistance Target contracts
DATES: 2006-
ARRANGEMENT: chronological by date
DESCRIPTION:

Files documenting the professional contractual agreements between an agency and a professional individual, or between agencies for temporary services. The files include contract, requisition, purchase order, correspondence, and related records. This series specifically contains yearly contracts between the State of Utah (State Energy Assistance and Lifeline Program) and agencies that administer the HEAT program throughout the state.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 22848 3
TITLE: Home energy assistance target program files
DATES: 1997-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 11.00 cubic feet.
DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number. This series was previously created by the Department of Workforce Services until 1997.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years after case is closed and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 22848
TITLE: Home energy assistance target program files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14444 3
TITLE: Home Program apartment owner case files
DATES: 1992-
ARRANGEMENT: Chronological, thereunder alphabetical by property owner name
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These promissory notes, loan contracts, correspondence, payment records, and related supporting records document the terms of the loan agreements entered into under the Home Program. Information includes the debtor name and address, loan amount, payment amounts and dates, amounts of scheduled payments, and related information.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after repayment of loan and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14444
TITLE: Home Program apartment owner case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14441 3
TITLE: Home Program homeowner case files
DATES: 1992-
ARRANGEMENT: Chronological, thereunder alphabetical by property owner name
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This series contains promissory notes, loan contracts, correspondence, payment records, and related supporting documents. They are maintained in order to document the terms of the loan agreements entered into under the Home Program. Information includes the name and address of debtor, amount of loan, payment amounts and dates, amounts of scheduled payments, and related information.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after repayment of loan and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14441
TITLE: Home Program homeowner case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a) (2008)

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14440 3
TITLE: Home Program provider case files
DATES: 1992-
ARRANGEMENT: Chronological, thereunder alphabetical by name of service provider
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series is composed of contracts, contract amendments, applications, monitoring reports, correspondence, and related documents. The series is maintained in order to document the provision of services to rehabilitate existing rental units. Funds for this program are provided through the U.S. Department of Housing and Urban Development and are made available to recipients as loans. Information includes descriptions of services provided, location of services, providers' names, loan amounts, evaluations of compliance with program rules, and related information.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after repayment of loan and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

RETENTION JUSTIFICATION:

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14440
TITLE: Home Program provider case files

(continued)

The State Records Committee originally approved permanent retention for this series. However, the committee approved a retention of 10 years after repayment of loan for series 14441 and 14444, which are comparable records. The agency requested that the retention schedule for this series be changed from permanent to 10 years after repayment of loan in order to have a consistent retention period across all three similar series. The Archives staff appraised the records and concurs that 10 years is an appropriate retention period.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14349 3
TITLE: Housing Preservation Program homeowner case files
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by homeowner name.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains promissory notes, loan contracts, correspondence, payment records, and related supporting documents. This series is maintained in order to document the terms of the loan agreements entered into under the Housing Preservation Program. Information includes the name and address of debtor, amount of loan, payment amounts and dates, amounts of scheduled payments, and related information.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after repayment of loan and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14349
TITLE: Housing Preservation Program homeowner case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a)

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14348 3
TITLE: Housing Preservation Program provider case files
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by name of service provider
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These contracts, contract amendments, applications, monitoring reports, correspondence, and related records document the provision of services to preserve existing housing through repairs or upgrades. Funds for this program are provided through the Federal Home Administration and are made available to recipients as a loan. Information includes a description of services provided, location of services, providers' names, contract amount, evaluations of compliance with program rules, and related information.

RETENTION:

Permanent. Retain for 5 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: 09/1998

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value these records have for researchers interested in the development of housing programs.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14348
TITLE: Housing Preservation Program provider case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14497 3
TITLE: Housing programs invoices
DATES: 1988-
ARRANGEMENT: Numerical by contract number
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14432 3
TITLE: Housing programs publications
DATES: 1969-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative value has been met

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 Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14432
TITLE: Housing programs publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 9828 3
TITLE: Human resource council minutes and correspondence
DATES: 1977-
ARRANGEMENT: Chronological
DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 19993 3
TITLE: Incentive funds program records
DATES: 1993-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The State of Utah through the Division of Business and Economic Development offers a variety of incentive funds to companies either expanding within the state or companies looking to move into Utah. Information included in these records are the loan application, which states why they want to come and how many high-paying jobs they will create for the state; promissory notes; loan agreements; earned credit reports (which require an annual performance audit); and correspondence.

RETENTION:

Permanent. Retain for 5 year(s) after expiration of contractual agreement

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until contract is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 19993
TITLE: Incentive funds program records

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the research value the records have about the business development of Utah.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 19992 3
TITLE: Industrial Assistance Fund board meeting minutes
DATES: 1993-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The Industrial Assistance Fund Board grants loans to companies coming to Utah (such as Micron) as an incentive to bring high-paying jobs to the state. The meetings document those to whom the funds are allocated. Information includes board minutes.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the board's achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 19992
TITLE: Industrial Assistance Fund board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82882 4
TITLE: Industrial Development Bond Review Board legislative files
DATES: i 1984-
ARRANGEMENT: Chronological
DESCRIPTION:

These files document the development of enabling legislation, both state and federal, and executive orders for the board and its program. The board reviews applications by political subdivisions relating to industrial development projects in their communities and approves federal funds for project assistance or to offset impact on government facilities and services. The files include narrative material, notes, correspondence, copies of executive orders, copies of proposed legislation, and copies of statutes.

RETENTION:

Permanent. Retain for 8 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: 12/1987

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82882
TITLE: Industrial Development Bond Review Board legislative files

(continued)

APPRAISAL:

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

Program correspondence has a permanent retention and the development of legislation is historically valuable.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82891 3
TITLE: Permanent Community Impact Fund annual reports
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These reports are filed annually and describe the actions of the board and projects funded. They include summary information of amounts granted, loaned, and expended, brief project descriptions, and accounts of the program activities.

RETENTION:

Permanent. Retain for 8 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Annual reports of programs have a permanent retention.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82891
TITLE: Permanent Community Impact Fund annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82892 3
TITLE: Permanent Community Impact Fund Board legislative files
DATES: 1977-
ARRANGEMENT: Chronological.
DESCRIPTION:

These files document the development of enabling legislation, both state and federal, and executive orders for the Natural Resources Community Impact Account which was changed to the Permanent Community Impact Fund Board in 1982. The files also document the development of legislation for the programs and the two funds administered by the board, the Mineral Lease Fund and the "Ua-Ub" Bonus Fund. These files include narrative material, notes, correspondence, copies of executive orders, copies of proposed legislation, and copies of statutes.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Program correspondence has a permanent retention and the development of legislation is historically valuable.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82892
TITLE: Permanent Community Impact Fund Board legislative files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82889 4
TITLE: Permanent Community Impact Fund Board meeting files
DATES: i 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series includes the minutes, agenda, and any related documents or supporting materials associated with meetings of the Permanent Community Impact Board. They are maintained in order to document the history of the Permanent Community Impact Board and its decisions, conclusions, and project approvals regarding funding of areas impacted by mineral resource development. Information includes the names of persons present, meeting dates, items or applications considered, and decisions or conclusions reached.

RETENTION:

Permanent. Retain for 8 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82889
TITLE: Permanent Community Impact Fund Board meeting files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Meeting files are maintained permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82885 4
TITLE: Permanent Community Impact Fund project files
DATES: i 1979-
ARRANGEMENT: Alphabetical by name of community
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These are applications submitted to the Permanent Community Impact Fund Board for project funding in areas impacted by mineral resource development. They include name of applying entity, name of presiding official, name of engineer, description and justification of project, indication of public support, financial information, type of funds requested, demographic information of applicant, extent of federal mineral lease activity, extent of expected impact on public facilities/services, priority ranking of the project, and any attachments necessary to support the application.

RETENTION:

Permanent. Retain for 10 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project is complete and final payment is made and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 5 years after project is complete and final payment is made and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Photographs: Retain in Office for 5 years after project is complete and final payment is made and then transfer to State

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82885
TITLE: Permanent Community Impact Fund project files

(continued)

Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

30 CFR 212.5 and 212.200 indicate that all records pertaining to federal mineral lease royalties be maintained for six years after generation of the records. However, because these records concern loans and grants, the projects and payment may extend for several years, requiring a longer retention. The statements concerning impact and public support are historically valuable, so a permanent retention is applied.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 83934 4
TITLE: Poverty in Utah annual reports
DATES: 1979-
ARRANGEMENT: Chronological.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 12308 3
TITLE: Publications
DATES: 1982-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 12308
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82883 4
TITLE: Special contracts files
DATES: i 1984-
ARRANGEMENT: Alphabetical by name of contracting entity
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series contains contracts, contract amendments, related correspondence, and other related documents for special projects with funding flowing through the Division of Community Development. The records are maintained in order to document the flow of appropriated funds to non-state organizations. These funds flow through the Department of Community and Economic Development due to a constitutional prohibition on directly appropriating funds to any entity which is not a state agency. (Included here, for example, is funding for Hogle Zoo and Willow Park Zoo.) The special contracts indicate the amount of contract, purpose for expenditure, duration of contract, signatures of authorized parties, and related information.

RETENTION:

Permanent. Retain for 6 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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 82883
TITLE: Special contracts files

(continued)

APPRAISAL:

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

These contracts document unique community projects and are historically significant.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14433 3
TITLE: State Homeless Coordinating Committee minutes
DATES: 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

This series consists of the minutes, agenda, executive summaries of funding requests, and any related documents or supporting materials associated with the meetings of the State Homeless Coordinating Committee. The information in this series is maintained in order to document the history of the Homeless Coordinating Committee and its decisions or conclusions. Information includes names of persons present, dates of meetings, items considered, decisions reached, and projects approved.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14433
TITLE: State Homeless Coordinating Committee minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14345 3
TITLE: Targeted Allocation Fund Board minutes
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This series consists of the minutes, agenda, executive summaries of funding requests, and any related documents or supporting materials associated with the meetings of the Targeted Allocation Fund Board. The records are maintained in order to document the history of the Targeted Allocation Fund Board and its decisions or conclusions. Information includes names of persons present, dates of meetings, items considered, decisions reached, and projects approved.

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 until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14345
TITLE: Targeted Allocation Fund Board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14344 3
TITLE: Targeted Allocation Fund case files
DATES: 1994-
ARRANGEMENT: Alphabetical by recipient entity name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These applications, contracts, contract amendments, summary sheets, notifications of approval, and correspondence document the application and receipt of funds for educational research and community service. Information includes the county applying for funds, institution to receive funds, purpose for request, budget information, grant amount and duration, and related information.

RETENTION:

Retain for 6 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after close of grant and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 6 years after end of project or program and then delete.

APPRAISAL:

These records have legal value(s).

This disposition is based on UCA 78-12-23 (1984) which says that actions cannot be brought against a contract after six years.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14344
TITLE: Targeted Allocation Fund case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14346 3
TITLE: Targeted Allocation Fund legislative file
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These drafts of legislation, correspondence, and any related materials document the history of the Targeted Allocation Fund Board and its staff in the development of legislation related to the program. Information includes the text of proposed bills and justifications for the bills.

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 Proposed legislation records, GRS-1690.

AUTHORIZED: 12-01-1992

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 until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14346
TITLE: Targeted Allocation Fund legislative file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14494 3
TITLE: Tenant Based Rental Assistance Program case files
DATES: 1990-
ARRANGEMENT: Chronological, thereunder alphabetical by recipient name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These applications and payment records are maintained in order to document the payment of rent on behalf of low-income persons. Information includes the name and address of renter, rent payee, dates and amounts of rent paid, and related information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after close of fiscal year and then destroy.

Computer data files: Retain in Office for 5 years after close of fiscal year and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Division of Housing and Community Development

SERIES: 14494
TITLE: Tenant Based Rental Assistance Program case files

(continued)

PRIMARY DESIGNATION:

Public