

## Retention and Classification Report

**Agency:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee  
on Employment for People with Disabilities  
150 West North Temple  
Salt Lake City, UT 84101  
801-538-4210

**Records Officer:** \_\_\_\_\_

13968	Agency written histories
13953	Committee and conference files
17217	Golden key and other awards

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 13968

3

**TITLE:** Agency written histories

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years or 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 records have historical value because of their importance in documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 13968

**TITLE:** Agency written histories

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 13953

3

**TITLE:** Committee and conference files

**DATES:** 1968-

**ARRANGEMENT:** Numerical by year.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's 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 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 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 for 5 years or 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 records have historical value because they provide evidence of significant policy formulation and business processes of the government, and they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 13953

**TITLE:** Committee and conference files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 17217

3

**TITLE:** Golden key and other awards

**DATES:** 1970-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document outstanding achievements of individuals with disabilities from the State of Utah. Awards categories are:

Business of the Year--Small, Medium and Large

Ace Award--Individual or advocate (may be more than one award depending on nominations made that year)

Freedom Award--Hiring and retention of disabled veterans

ASAP Achievement Award--State agency with best utilization of the Alternative State Application Process

Provider of the Year--Going above and beyond what is expected in their regular work

Applications are accompanied by a narration on the individual or program nominated. This would include a description of the disability, type of rehabilitative and/or vocational training received, reason for selection, and related correspondence.

**RETENTION:**

Permanent. Retain for 4 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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after the year the nomination was submitted 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 for 4 years or until

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Governor's Committee on Employment for People with Disabilities

**SERIES:** 17217

**TITLE:** Golden key and other awards

(continued)

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).  
This group of records depicts the struggles and achievement of the handicapped person in Utah. These records have research value and should be retained permanently.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2021.