Retention and Classification Report

Agency: Governor (2021- : Cox) (446)

State Capitol Complex
Suite E 220
Salt Lake City, UT 84114
801-538-1000

Records Officer: _____

85076	Appointed position recommendation files
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AGENCY: Governor (2021- : Cox)

SERIES: 85076 3
TITLE: Appointed position recommendation files
DATES: 1985-
ARRANGEMENT: none
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the qualifications and experience of individuals who are nominated and/or recommended for public service or employment in state government. They are used in the decision-making process to consider and to evaluate candidates for government positions. The files contain education, resumes or work histories, qualifications, accomplishments, and other information pertinent to the position for which the nominees are being considered.

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: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

AGENCY: Governor (2021- : Cox)

SERIES: 85076
TITLE: Appointed position recommendation files

(continued)

APPRAISAL:

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

These records have historical value as they document the process used in nominating and recommending individuals for appointed positions within state government.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA63G-2-302(2)(d)(2008)

AGENCY: Governor (2021- : Cox)

SERIES: 30703 3
TITLE: Appointment sheets
DATES: 2021-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are lists of appointments, both requested and approved, on a daily basis.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: 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 records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2023)

AGENCY: Governor (2021- : Cox)

SERIES: 30703
TITLE: Appointment sheets

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2023)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Governor (2021- : Cox)

SERIES: 25233 3
TITLE: Artifacts given to the governor
DATES: 1984-
ARRANGEMENT: None
DESCRIPTION:

These artifacts are gifts and memorabilia given to the governor in his or her official capacity usually in recognition of public service or in commemoration of an event. Included are objects of significant monetary or historical value, such as plaques, figurines or statues, decorative plates and items associated with special events. Not included are memorabilia of a transient nature such as ball caps, t-shirts, and perishable items.

RETENTION:

Permanent. Retain for 4 year(s) or until end of governor's administration

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in Office until administration changes and then transfer to Other Repository. Retain in Other Repository permanently.

APPRAISAL:

These records have historical value(s).

The artifacts and gifts have sentimental and historic value since they document the programs and events of interest to the administration.

AGENCY: Governor (2021- : Cox)

SERIES: 25233
TITLE: Artifacts given to the governor

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor (2021- : Cox)

SERIES: 9393 3
TITLE: Board and commission files
DATES: 1980-
ARRANGEMENT: Chronological, thereunder alphabetical
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series documents the appointments and accomplishments of Governor appointed boards and commissions. Files contain letters of appointment and background information on board and commission member candidates. Records also include copies of agendas, minutes, reports, and other records which document their accomplishments.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the historical value of these records in documenting the individuals who served on Governor appointed boards and committees.

AGENCY: Governor (2021- : Cox)

SERIES: 9393
TITLE: Board and commission files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Series may contain resume information that may include private information.

AGENCY: Governor (2021- : Cox)

SERIES: 30011 3
TITLE: Ceremonial bills
DATES: 2009-
ARRANGEMENT: Chronologically.
DESCRIPTION:

These records are copies of original bills, used during a press event or similar for signing.

RETENTION:

Permanent. Retain until end of governor's administration

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 end of governor's administration and then transfer to State Archives with authority to weed.

APPRAISAL:

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Governor (2021- : Cox)

SERIES: 30180 3
TITLE: Constituent correspondence
DATES: 2021-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains correspondence from Utah citizens and other persons seeking to convey their opinion or request information or action on various issues. Correspondence is received via multiple media formats and may be referred to state agencies for a response.

RETENTION:

Permanent. Retain for 5 year(s) after end of governor's administration

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:

Computer data files: Retain in Office for 5 years after end of governor's administration and then transfer to State Archives with authority to weed.

Paper: Retain in Office until end of governor's administration 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 are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Governor (2021- : Cox)

SERIES: 30180
TITLE: Constituent correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Governor (2021- : Cox)

SERIES: 30179 3
TITLE: Executive correspondence
DATES: 2021-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series includes correspondence both sent and received by Governor Cox. Records document material discussions and decisions made, and span a wide range of topics, correspondents, and formats. Constituent correspondence is maintained separately.

RETENTION:

Permanent. Retain for 5 year(s) after end of governor's administration

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:

Computer data files: Retain in Office for 5 years after end of governor's administration and then transfer to State Archives with authority to weed.

Paper: Retain in Office until end of governor's administration and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government; they provide evidence of our government's conduct of political and/or interstate relations; they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues; and they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Governor (2021- : Cox)

SERIES: 30179
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: Governor (2021- : Cox)

SERIES: 26809 3
TITLE: General counsel files
DATES: 2005-
ARRANGEMENT: Alphabetical by subject.
DESCRIPTION:

These files are created and maintained by the Governor's general counsel. Files contain various documents accumulated by staff attorneys and may contain records such as notes, documentation of research, assessments, correspondence, and reports.

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 until administrative value has been met or until end of governor's administration and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Governor (2021- : Cox)

SERIES: 26809
TITLE: General counsel files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Public

AGENCY: Governor (2021- : Cox)

SERIES: 28175 3
TITLE: Governor's mansion events records
DATES: 1991-
ARRANGEMENT:
DESCRIPTION:

Records created from the planning and hosting of events at the Governor's mansion.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Records document the events hosted by Utah's Governor at the mansion.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Records contain private information of vendors, visitors, etc.

AGENCY: Governor (2021- : Cox)

SERIES: 182 3
TITLE: Messages to the legislature
DATES: 1851-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains the Governor's messages to the legislature, state of the state addresses, and budget in brief messages.

RETENTION:

Permanent. Retain for 5 year(s) or until end of governor's administration

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

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

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

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives 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.

AGENCY: Governor (2021- : Cox)

SERIES: 182
TITLE: Messages to the legislature

(continued)

APPRAISAL:

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

This disposition is based on the value of these records as historical documentation of the Governor's messages to the Legislature over time.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2019.

AGENCY: Governor (2021- : Cox)

SERIES: 19536 3
TITLE: Publications
DATES: 1975-
ARRANGEMENT: Chronological, thereunder alphabetical by title
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 Office until administrative needs end and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office until administrative needs end and then transfer to State Archives 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 administrative, and/or historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Governor (2021- : Cox)

SERIES: 19536
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Governor (2021- : Cox)

SERIES: 27381 1
TITLE: Rural affairs records
DATES: 2004-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

This series was created to assist the governor and the office staff to stay current on the subject of rural affairs. Although rural land issues are the primary focus other topics may be included as well. Such subjects may include: Utah State School and Institutional Trust Lands Administration (SITLA), Revised Statute 2477, federal land issues (Bureau of Land Management and Forest Service), county issues, wild and scenic rivers, etc. These files are generated in the governor's office and have nothing to do with files generated at the governor's Public Lands Policy Coordination Office.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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, and/or historical value(s).

These records have historical value to researchers as they document the process used to create policy and programs within the Governor's office.

AGENCY: Governor (2021- : Cox)

SERIES: 27381
TITLE: Rural affairs records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Governor (2021- : Cox)

SERIES: 25403 3
TITLE: Task force and commission reports
DATES: 1896-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are reports created by task forces and other similarly appointed groups whose conclusions and summaries are directed to the Governor. They are often isolated publications that do not constitute their own 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 Office until administrative needs end and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office until administrative needs end and then transfer to State Archives 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 administrative, and/or historical value(s).

Disposition based on value of these records in documenting activities of the Governor's Office.

AGENCY: Governor (2021- : Cox)

SERIES: 25403
TITLE: Task force and commission reports

(continued)

PRIMARY DESIGNATION:

Public