

## Retention and Classification Report

**Agency:** Legislature (582)

W210 State Capitol Complex  
Salt Lake City, UT 84114

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

|       |                                 |
|-------|---------------------------------|
| 26789 | Directories                     |
| 83155 | Laws of Utah                    |
| 04072 | Photographs                     |
| 00427 | Publications                    |
| 22123 | Questions and Answers pamphlets |
| 03156 | Rosters                         |
| 26788 | Rules                           |
| 01052 | Utah code unannotated           |

**AGENCY:** Legislature

**SERIES:** 26789

3

**TITLE:** Directories

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date published

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Provides valuable historical information about members of the Legislature and in what capacity they served.

**AGENCY:** Legislature

**SERIES:** 26789

**TITLE:** Directories

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 83155

4

**TITLE:** Laws of Utah

**DATES:** i 1851-

**ARRANGEMENT:** Chronological by year of publication.

**DESCRIPTION:**

These volumes publish the laws passed in each respective legislative session. Volumes were created after each regular and special session of the state legislature or the territorial assembly. Until 1972 these laws were not considered binding until publication. Laws were passed in three types of sessions: regular legislative session records; special sessions which resolve immediate concerns before the next regular session; and budget session records (1968-1985). A listing of individual members of the legislature and their districts has been included since statehood, but recent volumes include more details about them such as party affiliation and committee assignments. Listings of major state administrative and judicial officials began in 1901. 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) 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 copy: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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**AGENCY:** Legislature  
**SERIES:** 83155  
**TITLE:** Laws of Utah

(continued)

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

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

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). The production of this series has its origin in this requirement-Acts, Resolutions, and Memorials for the Territory of Utah 1851, page 213-214. Laws are indefinitely relevant.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 4072

3

**TITLE:** Photographs

**DATES:** 1896-

**ARRANGEMENT:** Generally chronological by creation date.

**DESCRIPTION:**

Includes picture of Senate 32nd Session, 1957; also proof prints from Eckers Photography to Sen. Barlow, 1967. Various undated and unidentified pictures of individuals and the House and Senate chambers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Photographs and negatives document this history of the Legislature.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 427

3

**TITLE:** Publications

**DATES:** 1896-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legislation, fiscal and financial operations, legislature, legislators, house, senate, and all other activities of the Legislature. This series 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

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**AGENCY:** Legislature

**SERIES:** 427

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.



**AGENCY:** Legislature

**SERIES:** 22123

3

**TITLE:** Questions and Answers pamphlets

**DATES:** ca. 1970-

**ARRANGEMENT:**

**DESCRIPTION:**

These pamphlets give answers to frequently asked questions about the Legislature, Senate and House of Representatives; laws; bills; organization charts; and Senate and House of Representatives district boundaries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These pamphlets document the functions of the state legislature.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 3156

3

**TITLE:** Rosters

**DATES:** 1929-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These rosters contain a listing of senators and representatives with information pertaining to political party, district, counties represented, address and telephone numbers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical and research value of these rosters to document the members and organizational structure of the Legislature.

**AGENCY:** Legislature

**SERIES:** 3156

**TITLE:** Rosters

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 26788

3

**TITLE:** Rules

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date published

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have administrative, and/or historical value(s). Beyond the administrative value for the current session, these provide historical material concerning the workings of the Legislature.

**AGENCY:** Legislature

**SERIES:** 26788

**TITLE:** Rules

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Legislature

**SERIES:** 1052

4

**TITLE:** Utah code unannotated

**DATES:** i 1982-

**ARRANGEMENT:** Chronological, thereunder numerical by volume. Entries are by title number.

**DESCRIPTION:**

The Utah Code Unannotated was issued to meet "the need for the entire Utah Code to be readily available and compact enough to fit in a briefcase." It is printed by a private company.

This series contains a copy of the current law for any given year. Entries are organized into numbered titles, chapters and sections. No historical or legal annotations are included. A set of three or four volumes is issued annually or biennially.

**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: For records prior to and including 2017. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

Paper: For records beginning in 2018 and continuing to the present. Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature

**SERIES:** 1052

**TITLE:** Utah code unannotated

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public