

## Retention and Classification Report

**Agency:** Governor's Office of Planning and Budget (762)

Utah State Capitol, P.O. Box 142210  
350 North State Street, Suite 150  
Salt Lake City, UT 84114-2210  
801-538-1027

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

16583	Administrative subject files
22218	Annual planning reports
16986	Budget estimates and justification files
84198	Budget hearing records
84197	Budget recommendations reports
22198	Budget summary reports
22217	Census Briefs
19081	Clearing house committee minutes
06445	Clearing house records
20729	Contracts
04740	Data processing planning reports
22205	Demographic reports
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04011	Director's administrative files
23706	E-Utah user profile database
22197	Economic Report to the Governor
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06578	Employee time planning report
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10010	Executive director's administrative budget records
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05833	Map state of Utah
22202	Newsletters
03033	Payroll register
25491	Planning general subject files
22225	Planning newsletters
06579	Posting payroll control reports
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22219	Publications
20898	Requests for information
20901	Requests for proposals
16985	Resource development coordinating council review files
19010	Science Advisor's technical reference files
05017	Science advisor mailing list notebook
10298	Science advisor records
10299	Science advisor's correspondence
05116	State Advisory Council on Science and Technology annual repo
06580	Time and attendance reports
11916	Urban planning project records
04477	Utah Data Guide newsletter
20093	Utah process economic and demographic model system
03983	Utah process economic demographics and spacial allocation mo
06575	W-2 distribution list
20328	Winter Olympics 2002 records

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 16583

3

**TITLE:** Administrative subject files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are subject files created and maintained by the administration of the agency on various topics. The files include correspondence, policies, budget requests, budget information meeting agenda, reports (published and unpublished), organizational charts, architectural plans, and photographs.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These subject files contain many duplicate records, but they also contain original reports, and other documents.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 16583

**TITLE:** Administrative subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22218

3

**TITLE:** Annual planning reports

**DATES:** 1992-

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 16986

3

**TITLE:** Budget estimates and justification files

**DATES:** 1981-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc.

**RETENTION:**

Retain until administrative need ends

**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 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security Numbers

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84198

3

**TITLE:** Budget hearing records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These reports document hearings held to address state agency budgets. The hearings are used as a forum to discuss the Budget in Brief reports in order for the Governor to make his recommendations to the Legislature.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). These reports document the decisions for agency budgets and are historically and fiscally valuable.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84198

**TITLE:** Budget hearing records

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84197

3

**TITLE:** Budget recommendations reports

**DATES:** 1923-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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.

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

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). This disposition is based on the value to researchers of Utah's political history and the fiscal operations of the state.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84197

**TITLE:** Budget recommendations reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22198

3

**TITLE:** Budget summary reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological by publication date

**DESCRIPTION:**

This series contains budget summaries for state government with information pertaining to budget overview, operating and capital budgets by department, capital budget and debt service, internal service funds, personal services summary, appropriations bills summary, and historical data.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

Records in this series should be retained due to their research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22217

3

**TITLE:** Census Briefs

**DATES:** 1970-

**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:**

These records are in Archives' permanent custody.

**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).

Briefs document census results and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 19081

3

**TITLE:** Clearing house committee minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final report, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Permanent. Retain for 12 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 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records in this series document agency functions, decisions, and history. These records are useful to researchers.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 19081

**TITLE:** Clearing house committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6445

3

**TITLE:** Clearing house records

**DATES:** 1969-

**ARRANGEMENT:** Chronological, thereunder numerical

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These records are collected for the review of actions regarding Natural Resource activities and federal grant applications. Information includes federal environmental impact statement, federal grant applications and state actions regarding natural resources.

**RETENTION:**

Permanent. Retain for 25 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:** 03/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20729

3

**TITLE:** Contracts

**DATES:** 1968-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files document agreements between the state and various contractors. The contracts include contracts with private contractors such as Ford Motor Company and Price Waterhouse, state agencies such as the Division of State History and the University of Utah's Department of Physics, and Federal agencies such as the National Park Service and Bureau of Land Management.

**RETENTION:**

Retain for 7 year(s)

**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 3 years after last payment and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20729

**TITLE:** Contracts

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4740

3

**TITLE:** Data processing planning reports

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by agency name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These plans are created by state agencies and filed with the Office of Planning and Budget. They are used by the State Data Processing Coordinator and staff to document and track state data processing purchases and the disposition of obsolete equipment. The plans provide the department and division names and the date of the report. The report is revised each fiscal year. Each plan inventories the agency's workstations, processors, software, storage, communications, output devices, and other related data processing equipment. The plans list model numbers, low organization numbers, a description of the equipment, current inventory, number of new acquisitions, costs, maintenance/lease costs, number of dispositions, reimbursement amount, maintenance/lease reductions in cost, total number in inventory including recent acquisitions and dispositions. The plans also may include quarterly or monthly acquisition reports, related policy material, and data processing initiatives. The files also document monthly breakfast meetings planned by the State Data Processing Coordinator and attended by state data processing managers which offer both vendors and managers the opportunity to discuss new informational technologies and how division or departmental plans could be modified to take advantage of equipment and software improvements.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4740

**TITLE:** Data processing planning reports

(continued)

transfer to State Archives with authority to weed.

**APPRAISAL:**

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

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 5, Item 7 which states that data processing plans are permanent. This meets both the primary administrative need of the agency and other state offices and affirms the secondary informational value of the records to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22205

3

**TITLE:** Demographic reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are produced by the Demographic and Economic Analysis section to provide the public with a comprehensive demographic document from the state. These reports contain information pertaining to population, households, census, births, deaths, natural increase, migration, and fertility rates.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

Records in this series document the history of the state and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81700

3

**TITLE:** Deputy Director/State Planning Coordinator's administrative files

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are the files of the officer who acts as the governor's advisor on state, regional, metropolitan, and local governmental planning matters relating to public improvements and land use. These files include copies of the governor's speeches, task force working papers, policy background papers and recommendations, analysis of block grants, agenda and minutes of the State Planning Advisory Committee, and correspondence.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year 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). The records of an official who acts as an advisor to the governor have long-term research potential. The reference staff may later want to review the records and weed out any that are less valuable.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81700

**TITLE:** Deputy Director/State Planning Coordinator's administrative files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4011

3

**TITLE:** Director's administrative files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 5 year(s) after separation

**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 after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4011

**TITLE:** Director's administrative files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 23706

1

**TITLE:** E-Utah user profile database

**DATES:** 2001-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Information in the e-Utah user profile database is collected by the Governor's Chief Information Officer, upon the request of the user, to provide basic user information including name, address, electronic mail address, age, income, gender, and a list of personal interests in order to provide personalized service. The database allows a user to access a personalized web page containing information and services relevant to the consumer. The user may also choose to receive "reminder services" for events, a personalized calendar, the ability to authenticate services using a single provider, online support, updating account information, online payment for services, and other services as yet to be determined.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until system is upgraded or no longer used and then delete.

**APPRAISAL:**

These records have administrative value(s).

The value of this database is in documenting profiles of e-Utah users and the benefits available to them.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 23706

**TITLE:** E-Utah user profile database

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(d)(2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10)(2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22206

3

**TITLE:** Economic and demographic profiles reports

**DATES:** 1989-

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22207

3

**TITLE:** Economic and demographic projections reports

**DATES:** 1974-

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).

Publications document agency projections and have ongoing research value.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22207

**TITLE:** Economic and demographic projections reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22197

3

**TITLE:** Economic Report to the Governor

**DATES:** 1987-

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Records in this series document agency history and functions and are useful to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6578

3

**TITLE:** Employee time planning report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Compilation of position control files, which keep track of positions that have been authorized by the Department of Human Resource Management, used for budget justification and planning. Information includes number of positions and their cost.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Schedule six planning report, GRS-1894.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 21.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6578

**TITLE:** Employee time planning report

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4739

3

**TITLE:** Employee time sheets

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by employee surname, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 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 Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after expiration of grant period and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4739

**TITLE:** Employee time sheets

(continued)

**SECONDARY DESIGNATION(S):**

Private. Social Security Numbers.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 10010

1

**TITLE:** Executive director's administrative budget records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject name

**DESCRIPTION:**

Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

**RETENTION:**

Permanent. Retain for 7 year(s) or for 0

**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 7 years or until administrative need ends or directors change 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 1990 Utah General Retention Schedule, Schedule 2, Item 8.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6581

1

**TITLE:** Financial Information Resources System (FIRMS) periodic reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6581

**TITLE:** Financial Information Resources System (FIRMS) periodic reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 9151

3

**TITLE:** Governor's Award for Science and Technology nomination files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The Governor's Award for Science and Technology is given annually by the Governor's Science Council to Utahns who have made significant scientific contributions to the state and nation. The nominations are prepared by members of the scientific, educational, medical, government, and business professions who know the candidates and their achievements. The nomination files are reviewed by the Science Council, which is chaired by the Office of Planning and Budget's Science Advisor. Final award decisions are documented in the State Advisory Council on Science and Technology annual report (series 05116). The files include letters of recommendation and candidates' resumes.

**RETENTION:**

Permanent. Retain for 1 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after award decision has been made and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

This disposition is based upon the historical significance of the group of Utah scientists documented by the series.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 9151

**TITLE:** Governor's Award for Science and Technology nomination files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81431

3

**TITLE:** Governor's budget retreat reports

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The purpose of these records is to document the budget strategy planned for the year. It includes legislative review, Governor's priorities, fiscal "facts of life", budget process, agency priorities, Governor's speech, and schedule of budget hearings.

**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:** 03/1999

**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, fiscal, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in Utah's governors and their budget processes.



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81431

**TITLE:** Governor's budget retreat reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(29) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84200

3

**TITLE:** Governor's detailed recommendations records

**DATES:** 1987-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the recommendations of the Governor to the Legislature concerning state agency budgets. The Legislature uses these recommendations in determining the budgets for each agency for the coming fiscal year.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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.

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, fiscal, and/or historical value(s).  
These records are historically and fiscally valuable.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 84200

**TITLE:** Governor's detailed recommendations records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22204

3

**TITLE:** Grants and services manuals

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These manuals summarize all discretionary funds, pass-through monies, and administrative services for which private citizens, organizations and local governments may apply. The purpose of the manual is purely informational; it is not intended as an official document, rather, it will be used to direct inquiries to those most familiar with the specific programs.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Documents in this series are used to refer people where grants are available. They are not official records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6550

3

**TITLE:** Leave adjustments

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number, and employee name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 10.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6577

3

**TITLE:** Leave and overtime summary report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 13.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22228

3

**TITLE:** Local government planning reports

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains planning reports for cities, counties, multi-county government associations. The reports contain information pertaining to purpose of the study, organization framework, scope of the assessment, impacts, population, ordinances, housing, history, services, transportation, education, conclusions and recommendations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).

The disposition is based on the value of these planning reports from cities and counties which include a great deal of information about the locality together with conclusions and recommendations.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81433

1

**TITLE:** Management and budget reporter

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records contain the Management and Budget Reporter sent to all Utah state agencies each year to inform them of budget decisions for state government. The report includes information about budget projections, schedules of activities for budget preparation and uses, general instructions, guidelines and reminders.

**RETENTION:**

Permanent. Retain for 8 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 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.

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, fiscal, and/or historical value(s). This disposition is based on the value of this report to researchers.



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 81433

**TITLE:** Management and budget reporter

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 5833

3

**TITLE:** Map state of Utah

**DATES:** 1922-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22202

3

**TITLE:** Newsletters

**DATES:** 1984-

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 3033

3

**TITLE:** Payroll register

**DATES:** 1966-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

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

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 3033

**TITLE:** Payroll register

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 25491

1

**TITLE:** Planning general subject files

**DATES:** 1983-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

This series includes state and local general government files, planning reports, Utah Tomorrow files, county planning projects, correspondence, and miscellaneous land files for general historical use.

**RETENTION:**

Permanent. Retain for 13 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 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22225

3

**TITLE:** Planning newsletters

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains quarterly newsletters with information pertaining to Office of Budget and Planning activities, state planning projects, and planning issues.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6579

3

**TITLE:** Posting payroll control reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Reports from the Division of Finance indicating the status of agency payroll transactions.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Schedule six posting payroll reports, GRS-1896.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 23.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6576

3

**TITLE:** Preliminary payroll detail reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 16.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6576

**TITLE:** Preliminary payroll detail reports

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 22219

3

**TITLE:** Publications

**DATES:** 1965-

**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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20898

3

**TITLE:** Requests for information

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by category, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used to solicit vendor input about information systems. The information gathered is used in formulating information technology plans and strategies for placing government services online. The services will allow customers to order publications, make payments, and conduct other business with state agencies over the internet. The records include information for different aspects of the services such as systems and payments. The records include computer software, hardware, and service solutions that are proprietary to individual vendors and partnerships.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

Paper copy: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the use of these records in planning, implementing, and maintaining an online customer service system for state agencies.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20898

**TITLE:** Requests for information

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2) and (4)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20901

3

**TITLE:** Requests for proposals

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by category, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are competitive bid proposals for information technology goods and services. The goods and services are to be used in establishing and maintaining an online customer service system for state agencies. The services will allow customers to order publications, make payments, and conduct other business with state agencies over the internet. The records include information for different aspects of the services such as systems and payments. The records include proprietary information and prices of computer software, hardware, and service solutions proposed by the individual vendors and partnerships.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

Paper copy: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This disposition is based on the use of the records for purchasing and maintaining an online customer service system for state agencies.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20901

**TITLE:** Requests for proposals

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2) and (4)

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 16985

3

**TITLE:** Resource development coordinating council review files

**DATES:** 1977-

**ARRANGEMENT:** Numerical by file number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain documentation of task force findings concerning science and energy, energy conservation, and development. The information is used for mapping the development of Utah's energy resources.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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.

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). This disposition is based on the variety of information contained in this file. The information which documents the activities, recommendations and accomplishments of the bureau are of long term value.



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 16985

**TITLE:** Resource development coordinating council review files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 19010

3

**TITLE:** Science Advisor's technical reference files

**DATES:** 1981-

**ARRANGEMENT:** Chronological, thereunder alphabetical by reference type

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are technical reference materials collected by the State Science Advisor, of the Governor's Office of Planning and Budget. Most of the information was created by outside sources. The records are used by the Science Advisor for reference on various technical issues, and making decisions on future projects which relate to the position. Information includes Environmental Impact Statements, Waste Management reports, and other related material used in the operation of the office.

**RETENTION:**

Permanent. Retain for 10 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:** 03/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 10 years 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's Office of Planning and Budget

**SERIES:** 19010

**TITLE:** Science Advisor's technical reference files

(continued)

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 5017

3

**TITLE:** Science advisor mailing list notebook

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by committee name or acronym

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This notebook documents the membership of each of the Governor's science advisory committees and lists other interested parties, all of whom will be sent committee announcements, minutes, and other committee information by the Governor's Science Advisor and staff. The committees included in the notebook are the Science Advisory Committee (SAC); Centers of Excellence Review Committee (COE); Utahnet Task Force, a business and public relations committee; Fusion Council Advisory Committee; Cold Fusion Legislative Oversight Committee; Citizens Advisory Committee on Dugway Testing (CACDT); and the Nuclear Waste Transportation Task Force. Most of the membership lists include names, business or home addresses and phone numbers of Governor's appointees, ex officio members, and their spouse's names.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until membership is updated or committee is discontinued and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon administrative need as expressed by the agency. Committee membership is permanently documented as part of the State Advisory Council on Science and Technology annual report.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 5017

**TITLE:** Science advisor mailing list notebook

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home address, home phone number, and marital status are Private.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 10298

3

**TITLE:** Science advisor records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the duties and role of the State Science Advisor in Utah's government. The Science Advisor is appointed under UCA 9-2-506, and also acts as a non-voting member of the State Advisory Council on Science and Technology. The Advisor acts as the executive secretary of the Council and carries out those duties the Council may assign and informs the Governor about the possible effects that the presence of chemicals may have on the people and the environment of Utah. These may be in the form of chemical tailings from industrial sites, chemical weapons, and the transport of weapons across the state. The Advisor also keeps the Governor informed about advances in scientific technology and the possible effects and benefits these may have on Utah. Information includes the Advisor's findings and recommendations to the Governor. The Science Advisor's records also include reports from the Advisory Council on Science and Technology and the Governor's Medal for Science and Technology. These reports are ongoing and are used to give advice to the Governor, Legislature, and any others with an interest in the scientific data detailed in the reports.

**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:** 11/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 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.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 10298

**TITLE:** Science advisor records

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on evidentiary value of these files.

They document the issues addressed by the Science Advisor and the State Advisory Council on Science and Technology.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 10299

3

**TITLE:** Science advisor's correspondence

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 4 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 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 5116

3

**TITLE:** State Advisory Council on Science and Technology annual report

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Annual reports of the Science Advisory Council are created by the Governor's Science Advisor and staff to document the mission, activities, and achievements of the Council and its subcommittees. The reports generally give some history of the Council, describe its duties and powers, list the council membership and ex-officio members as well as professional titles, places of employment, length of terms, and offices held on the committee. Each report provides a narrative on the activities of each of the Council's four committees during the past year and the next year's plan of action. The committees include the Mineral Lease Committee, the Math and Science Education Committee, the Governor's Medals for Science and Technology Committee, and the Centers of Excellence Committee. An appendix includes the membership of each committee.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives.

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

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

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 5116

**TITLE:** State Advisory Council on Science and Technology annual report

(continued)

**APPRAISAL:**

These records have historical value(s).

The Utah General Retention Schedule 1990, Schedule 1, Item 6, holds that final reports of state committees document governmental activities and accomplishments and shall be retained permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6580

3

**TITLE:** Time and attendance reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 25.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6580

**TITLE:** Time and attendance reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 11916

3

**TITLE:** Urban planning project records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by geographical area.

**DESCRIPTION:**

Information recorded in these files deals with grants for the urban planning project. Information includes grant amounts, conditions for receiving grants, and locations which received grants. There are files for various geographic areas (city, county).

**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 Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4477

3

**TITLE:** Utah Data Guide newsletter

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains newsletters from the Data Center of the Demographic and Economic Analysis Section with information pertaining to population, economic reports to the Governor, current economic conditions, future economic indicators and agency personnel.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).

Publications document economic conditions and indicators. These records are useful to researchers.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 4477

**TITLE:** Utah Data Guide newsletter

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20093

3

**TITLE:** Utah process economic and demographic model system

**DATES:** 1979-

**ARRANGEMENT:** None

**DESCRIPTION:**

This system constructs structural equation models that relate to changes in Utah's economy and demographics. These projections include detailed information from the state to the county level. The information forms a data foundation upon which long term capital and social service program decisions are made by the State of Utah. The reports generated from the models are released every two years. The system contains projections from the baseline of non-report years as well as those from the report years. The 1996 system contains historical information from the previous reports. The system's computer files include the models, input data, data processing software, report writing software, official projections, and output of the models. Information input into the system consists of statistics collected from various State and Federal agencies and market information collected from local businesses.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1998

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until data is superseded and then live system is maintained in office and transfer to State Archives.

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

Microfiche duplicate: Retain in State Archives permanently with



**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20093

**TITLE:** Utah process economic and demographic model system

(continued)

authority to weed.

**APPRAISAL:**

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

This disposition is based on the value of the records to researchers in understanding the model and reasoning behind the projections and budget decisions made by the Utah state government.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 3983

3

**TITLE:** Utah process economic demographics and spacial allocation model output files for tar sands and synfuels alternatives

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by county or regional name

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

These computer output files are population projection models developed by the agency on behalf of counties and specific locales which are being considered as high level nuclear waste repositories or as prospective sites for tar sands and synfuels. This information is used to prepare reports for government planning and decision making at both the state and federal level. The demographic projections and spatial models cover the years between 1980 and 2010. They include impact studies offering baseline, low, high, and other scenarios for sites throughout Utah. The output created from 1981-1985 was generated by the UNIVAC computer at the University of Utah. Since 1985 these type of studies are conducted on the agency's local system database.

**RETENTION:**

Permanent. Retain for 35 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

Computer data files: Retain in Office until superseded or obsolete, and then erase.

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

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 3983

**TITLE:** Utah process economic demographics and spacial allocation model output files for tar sands and synfuels alternatives

(continued)

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

**APPRAISAL:**

These records have historical value(s).

The disposition of these statistical projections is based upon their primary administrative value for conducting comparative studies during the next 30 years which may help to evaluate the accuracy of the agency's research and statistical methods, and the historical model they provide for conducting demographic studies.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 6575

3

**TITLE:** W-2 distribution list

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records of withholding tax allowances completed by state employees which certify the withholding tax status of the employee and any additional withholding from his paycheck.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule W-4 income tax withholdings certificates, GRS-1881.

**AUTHORIZED:** 04-01-2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the 1990 Utah General Retention Schedule, Schedule 10, Item 8.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20328

3

**TITLE:** Winter Olympics 2002 records

**DATES:** 1985-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

**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 Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after records become semi-active 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.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). This disposition is based on the historical value of these records to researchers of Utah's efforts to bring the 2002 Winter Olympics to the state.

**AGENCY:** Governor's Office of Planning and Budget

**SERIES:** 20328

**TITLE:** Winter Olympics 2002 records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.