

Retention and Classification Report

Agency: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business
309 E. 100 So.
Salt Lake City, UT 84111
801-533-5191

Records Officer: _____

82853 Business Enterprise program administrative files

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82853

3

TITLE: Business Enterprise program administrative files

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These files are working papers of the Business Enterprise program. They include correspondence, floor plans, bid information, names, addresses, and issues relating to the operation of the Business Enterprises Program.

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: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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.

Computer data files: Retain in Office for 5 years or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government, and because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82853

TITLE: Business Enterprise program administrative files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Personnel and client issues are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.