

Utah State Archives

Parent Agency:

Agency: Lieutenant Governor

P.O. Box 142325
Utah State Capitol, Suite 200
Salt Lake City, UT 84114-2325
801-538-1041

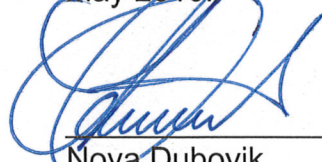
Records Officer Derek Brenchley

28818 Statewide voter registration records

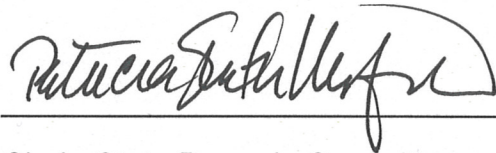
Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in May 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 5/12/2016

Utah State Archives

AGENCY: Lieutenant Governor

SERIES: 28818

TITLE: Statewide voter registration records

DATES: 2002-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records support the agency's functions to oversee all of Utah's voter registration activities and to maintain a list of registered voters (Utah Code 20A-2-104(3)(b)(2015). Records verify a subject's eligibility to vote by establishing citizenship, age, identity, residency, and authentic signature. Information about the registrant's political affiliation may also be included.

RETENTION:

Retain 25 years after superseded.

DISPOSITION:

Transfer to the State Archives with authority to weed.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 25 years after superseded and then transfer to State Archives with authority to weed.

Computer data files backup: Retain in Office for 15 years after superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records document the legal right of individuals to vote (H. R. 3295, Section 303(a)(B)) (2002)) as well as establish residency of registered voters. These records are also valuable historical resources as they identify where a person lived at the time of registration.

Utah State Archives

AGENCY: Lieutenant Governor

SERIES: 28818

TITLE: Statewide voter registration records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(l) (2014)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(j)and(k) (2015)

Exempt. Utah Code 20A-2-104(4) (2015)

Utah State Archives

Parent Agency: Commerce Department
Property Rights Ombudsman

Agency: Department of Commerce. Property Rights Ombudsman

P.O. Box 146702
Salt Lake City, UT 84114-6702
801-530-6391

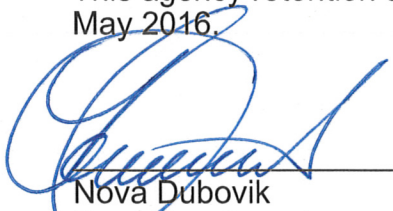
Records Officer Cyndy Nelson

26443 Dispute resolutions records


Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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This agency retention schedule was approved by the State Records Committee in May 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Patuca DeHoffman
Chair, State Records Committee
Date: 5/12/2016

Utah State Archives

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443

TITLE: Dispute resolutions records

DATES: 1997-

ARRANGEMENT: Chronological by date case is closed

DESCRIPTION:

These records support the agency's function to resolve property rights disputes (Utah Code 13-43-204(1)(2014)). Records are used to document requested arbitration or mediation of individual dispute cases and may contain correspondence, mediation or arbitration agreements, appraisals, site plans, studies, and related materials.

RETENTION:

Retain 10 years after final action.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final action and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years after final action and then delete.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

These case files are used for guidance in enforcing, obeying, and/or interpreting the law.

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443

TITLE: Dispute resolutions records

(continued)

SECONDARY DESIGNATION(S):

| | |
|------------|--|
| Exempt. | Utah Code 78B-10-104(2008); Utah Code 78B-10-108(2008) |
| Protected. | Utah Code 63G-2-305(7,8,23, and 33)(2015) |

Utah State Archives

Parent Agency:

Agency: Board of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
801-538-7510

Records Officer Benjamin Rasmussen

28860 Carson Smith scholarship records

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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This agency retention schedule was approved by the State Records Committee in May 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 5/12/2016

Utah State Archives

AGENCY: Board of Education

SERIES: 28860

TITLE: Carson Smith scholarship records

DATES: 2005-

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to determine the eligibility of students to participate in the Carson Smith Scholarship program for students with special needs (Utah Code 53A-1a-707(2008)). Records contain applications, issuance documentation, renewal requests, as well as meeting review notes and related records.

RETENTION:

Retain 3 years after expiration of the scholarship.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of scholarship and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 3 years after expiration of scholarship and then delete.

APPRAISAL:

Administrative Fiscal

These case files are used for guidance in enforcing, obeying, and/or interpreting the law.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2014)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

Utah State Archives

AGENCY: Board of Education

SERIES: 28860

TITLE: Carson Smith scholarship records

(continued)

Private.

Utah Code 63G-2-302(1)(b)(2015)

Utah State Archives

Parent Agency:

Agency: Department of Veterans and Military Affairs

550 Foothill
#105
Salt Lake City, UT 84113
(801)326-2373

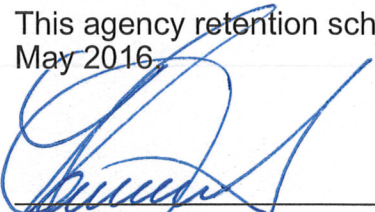
Records Officer Larry Dawson

19958 Military discharge records

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

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This agency retention schedule was approved by the State Records Committee in May 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 5/12/2016

Utah State Archives

AGENCY: Department of Veterans and Military Affairs

SERIES: 19958

TITLE: Military discharge records

DATES: 1907-

ARRANGEMENT: Chronological by year thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to deliver responsive, well-planned, and effective services to veterans. The certificate of separation or discharge of duty form (DD214) issued to an individual upon discharge from the military is sent to the agency when requested by the subject of the records (32 CFR 45.3(e)(1)(iv)(2016)). Records validate veteran and dependant eligibility for benefits (32 CFR 45.4(a)(2016)).

RETENTION:

Retain 15 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records document the military service of Utah state residents, establish veteran status for benefits and other services, and provide genealogical and historical information future researchers.

These case files are used for guidance in enforcing, obeying, and/or interpreting the law.

PRIMARY DESIGNATION:

Exempt 32 CFR 45.4(2016)

Utah State Archives

AGENCY: Department of Veterans and Military Affairs

SERIES: 19958

TITLE: Military discharge records

(continued)

SECONDARY DESIGNATION(S):

Public. 62 years after the service member's separation from the military, per the National Archives and Records Administration.
(<https://www.archives.gov/st-louis/archival-programs/di>)