

## Retention and Classification Report

**Agency:** Division of Archives and Records Service. Government Records Office

346 South Rio Grande  
Salt Lake City, UT 84101

**Records Officer:** Kendra Yates

31255      Appeal hearing audio and video recordings

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Kenneth Williams

Chief Administrative Officer (print)

*Kenneth Williams*

Signature

Title

09/12/2025

Date

## Utah State Archives

**AGENCY:** Division of Archives and Records Service. Government Records Office

**SERIES:** 31255

**TITLE:** Appeal hearing audio and video recordings

**DATES:** 2025-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These audio and video recordings document Government Records Office appeal hearings. Recordings contain the testimony presented before the director and subsequent discussions. Records may be referenced by the Department of Human Resource Management (DHRM) as they conduct a survey of the director every two years, in compliance with Utah Code 63A-12-205.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 3 years and then erase.

Video recordings master: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

These hearing meetings are not subject to OPMA, so the usual requirements described in GRS-1712 do not apply to these recordings. However, the director of the entity is subject to a survey, conducted by DHRM every two years, per 63A-12-205, regarding the "director's legal ability, temperament and integrity, and administrative performance." The recordings could be valuable records for the purposes of this survey; the 3-year retention will comfortably accommodate this survey, since it isn't clear which month of the year it will be conducted.

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(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2) (2025)