STATE AGENCIES
Utah State Archives

Parent Agency:

Agency: Lieutenant Governor (603)
P.O. Box 142325
Utah State Capitol, Suite 200
Salt Lake City, UT 84114-2325
801-538-1041

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Retain 25 years after superseded.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Computer data files: Retain in Office for 25 years after superseded and then transfer to State Archives with authority to weed.

Computer data files backup: Retain in Office for 15 years after superseded and then transfer to State Archives with authority to weed.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

SERIES: 28818
TITLE: Statewide voter registration records
(continued)

PRIMARY DESIGNATION: Public

SECONDARY DESIGNATION(S):
Utah State Archives

**Parent Agency:** Commerce Department  
Property Rights Ombudsman

**Agency:** Department of Commerce. Property Rights Ombudsman (3618)  
P.O. Box 146702  
Salt Lake City, UT 84114-6702  
801-530-6391

**Records Officer** Cyndy Nelson
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
AGENCY: Department of Commerce. Property Rights Ombudsman

SERIES: 26443
TITLE: Dispute resolutions records

(continued)

SECONDARY DESIGNATION(S):
Protected. Utah Code 63G-2-305(7,8,23, and 33)(2015)
Utah State Archives

Parent Agency:

Agency: Board of Education (324)

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

Records Officer: Benjamin Rasmussen
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.

AGENCY: Board of Education

SERIES: 28860
TITLE: Carson Smith scholarship records

(continued)

SECONDARY DESIGNATION(S):
Protected. Utah Code 63G-2-305(5)(2015)
Utah State Archives

Parent Agency:

Agency: Department of Veterans and Military Affairs (2754)
550 Foothill
#105
Salt Lake City, UT 84113
(801)326-2373

Records Officer Larry Dawson
alie: 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 for future researchers.

these case files are used for guidance in enforcing, obeying, and/or interpreting the law.
AGENCY: Department of Veterans and Military Affairs

SERIES: 19958
TITLE: Military discharge records

(continued)

PRIMARY DESIGNATION:
Exempt 32 CFR 45.4(2016)

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
## AGENCIES SUBMITTING RECORD SERIES

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<tr>
<th>AGENCY</th>
<th>NUMBER OF RECORD SERIES</th>
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<td>Lieutenant Governor</td>
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<td>Commerce Department</td>
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<td>Property Rights Ombudsman</td>
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<td>State Board of Education</td>
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<tr>
<td>Veterans &amp; Military Affairs</td>
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**STATE AGENCIES**

- Lieutenant Governor
- Commerce Department
  - Property Rights Ombudsman
- State Board of Education
- Veterans & Military Affairs

**TOTAL RECORD SERIES SCHEDULED:** 4

**TOTAL VOLUME:** 0.00 CUBIC FEET

**TOTAL ANNUAL ACCUMULATION:** 0.00 CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

___________________________  __________________
State Records Committee Member  Date