

General Retention Schedule Update



Glossary

1. Record
2. Record Series
3. Schedule
4. Administrative Value
5. Legal Value
6. Fiscal Value
7. Historical Value
8. Disposition
9. Record Copy
10. Series-Specific Retention Schedule
11. General Schedule

1. Record

2. Record Series

3. Schedule

4. Administrative Value

5. Valuation

6. Valuation

7. Valuation

8. Valuation

9. Record C

10. Series-Specific Retention Schedule

11. General Schedule

More than
just papers!



AGREEMENT entered into this 24th day of January 1956
between JAMBOREE ATTRACTIONS and ELVIS PRESLEY And The Blue Moon Boys

hereinafter called the EMPLOYER.

1. The EMPLOYER hereby warrants that he is the EMPLOYER herein at the present time and for the duration of this contract and enters into this contract with JAMBOREE ATTRACTIONS for the presentation of ELVIS PRESLEY SHOW, starting February 5, 1956, through February 26, 1956, opening FEATURING ELVIS PRESLEY and The Blue Moon Boys, MISS JUNE CARTER, THE LOUVEY BROTHERS and The Alabama Bandwagons, JUDITH TUBBS, and BENNY MARTIN

For a period of 18 days commencing February 5, 1956
Performance to be presented at Theatres, Auditoriums, Etc.

No other talent is to appear on this show date other than those listed above. JAMBOREE ATTRACTIONS reserves the right to substitute talent of equal value other than the stars of the show. In the case of sickness of the star such star to be replaced with a star of equal value.

2. In consideration of the above the EMPLOYER agrees to pay to JAMBOREE ATTRACTIONS Compensation Scale for the Blue Moon Boys, Mr. PRESLEY participating as a performer, under the following terms: all promotion, talent fees, advertising expenses, window cards, newspaper, radio, agents' expenses, 10% agency commission to be deducted off the net receipts. Mr. PRESLEY is to furnish talent, and after all expenses have been deducted, he, PRESLEY, to receive 25% of the net balance, and all STAR SHOWS to receive 10% of balance payable in cash on date of the show and prior to the performance. Show is to be paid in advance. All deposit checks to be made payable to JAMBOREE ATTRACTIONS. Advertising material to be sent after deposit check has cleared.

3. The EMPLOYER agrees to furnish suitable auditorium, hall, or theater, sound system, stage hands, ticket sales and pay for same. EMPLOYER agrees to pay all advertising, radio, and newspaper costs and all city, state, federal, and country taxes and licenses if any.

4. It is understood that JAMBOREE ATTRACTIONS SHOWS will have the free privilege to sell its souvenirs, novelties, songbooks and photos at all shows.

5. If compensation is based upon a percentage of receipts the following conditions apply: A representative of JAMBOREE ATTRACTIONS shall have free access to the box office and may inspect and make the records of the EMPLOYER covering the sale of tickets, receipts, debentures, etc. for each performance and shall have the right to have a representative in the box office at all times and to reflect and examine the tickets of admission.

6. Admission prices must be approved by both parties.

7. It is mutually agreed by both parties that if either party to this agreement should be unable to carry out the terms of this agreement by reason of accident or death, sickness, or any acts of Providence then and in that event neither shall be held liable upon this agreement.

8. It is understood that the EMPLOYER is in good standing with the American Federation of Musicians local in the community.

9. Special terms: Financial expenses for this tour to be absorbed by all STAR SHOWS

IN WITNESS WHEREOF, we have signed this agreement in the day and the year first written above.

Elvis Presley
Name of EMPLOYER
1614 Getwell Street
Address of EMPLOYER
Memphis, Tennessee
City and State
48-4921
Phone

Elvis Presley
BY: Elvis Presley
EMPLOYER
ALL STAR SHOWS
BY: Sam McNeil
JAMBOREE ATTRACTIONS-Agents GUL. TOM PARKER



Glossary

1. Record

2. Record Series

3. Schedule



4. Relative Value

5. Unique Value

6. Unique Value

7. Value

8. Disposition

9. Record Copy

10. Series-Specific Retention Schedule

11. General Schedule

Glossary

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Glossary

1. Record

2. Record Series

3. Schedule

4. Administrative Value

5. Legal Value

6. Fiscal

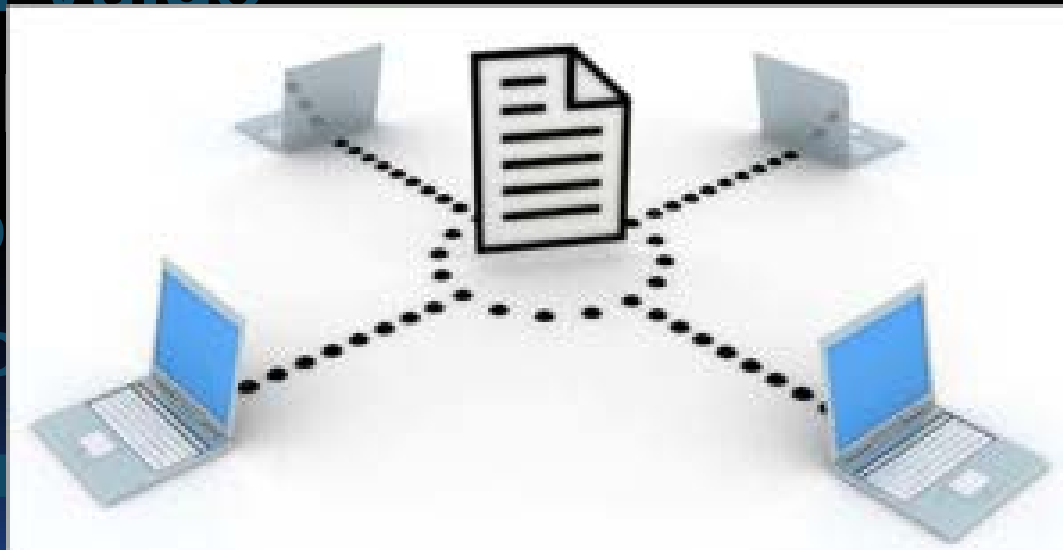
7. Historical

8. Disposition

9. Record

10. Series-Specific Retention Schedule

11. General Schedule



AGENCY: University of Utah

SERIES: 9467

TITLE: Accounts distribution of personnel earnings reports

DATES: 1947-

ARRANGEMENT: Chronologically by date thereunder numerically by Social Security number.

DESCRIPTION: This series contains information referencing the amount of retirement deducted from employees paychecks. Information includes employee names; Social Security numbers; pay period ending dates; mail codes; numbers of exemptions; gross pay; FICA, federal, and state tax payments; net pay, and state retirement amounts.

RETENTION

Retain 3 years

DISPOSITION

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT

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

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL

Administrative Fiscal

These records have administrative and fiscal value as they are used to administer programs and account for payroll deductions.

PRIMARY DESIGNATION

Private. 63G-2-302 (1)(f) and (2)(b) (2009)

Glossary

1. Record
2. Record Series
3. Schedule
4. Administrative Value
5. Legal Value
6. Fiscal Value
7. Historical Value
8. Disposition
9. Record Classification
10. Series-Specific Schedule
11. General Schedule



AGENCY: Department of Human Services. Division of Child and Family Services

SERIES: 11771

TITLE: Child protective services investigation case records

DATES: 1955-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION: These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION

Retain 30 years.

DISPOSITION

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 01/29/1993

FORMAT MANAGEMENT

Paper: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL

Administrative Legal

This disposition is based on the administrative needs expressed by the agency. UCA 78-3c-3 (1992), specifies that information in these records are restricted in order to enhance and promote the recovery of victims involved in abuse and neglect cases.

PRIMARY DESIGNATION

Exempt. UCA 62A-4-513 (2008)

Glossary

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RETENTION

Retain 3 years

DISPOSITION

Destroy.

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Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

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

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

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Administrative Fiscal

These records have administrative and fiscal value as they are used to administer programs and account for payroll deductions.

PRIMARY DESIGNATION

Private. 63G-2-302 (1)(f) and (2)(b) (2009)

Glossary

1. Record

2. Record Set

3. Schedule

4. Administrative

5. Legal Value

6. Fiscal Value

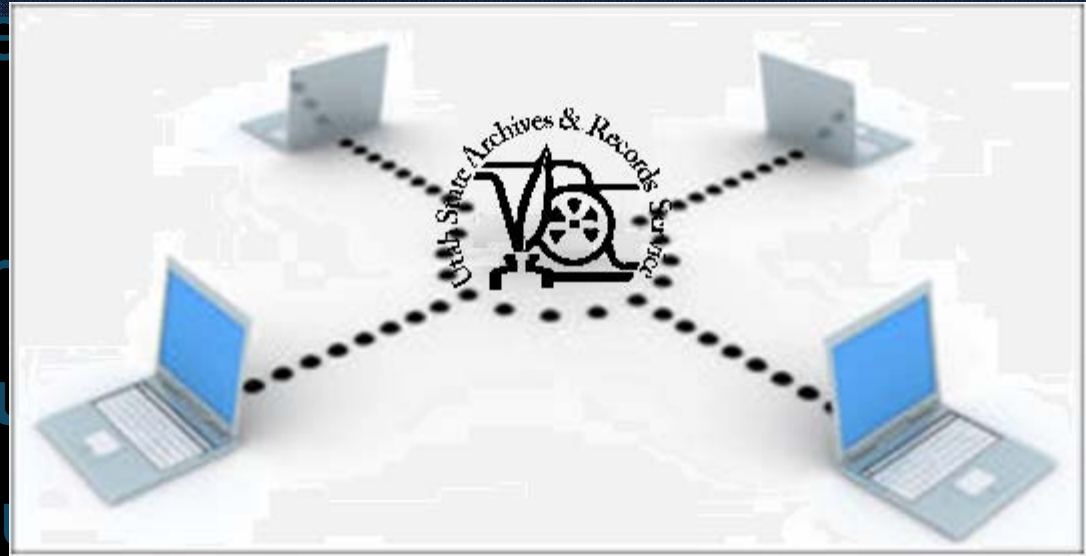
7. Historical Value

8. Disposition

9. Record Copy

10. Series-Specific Retention Schedule

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AGENCY: National Guard

SERIES: 10319

TITLE: Mexican Border Campaign muster rolls

DATES: 1916-1917.

ARRANGEMENT: By unit and rank

DESCRIPTION: This series is a record of Utah National Guard units mustered into military service during the Mexican Border Campaign of 1916-1917. It contains muster-in and muster-out rolls of Utah National Guardsmen. The muster-in rolls include the following types of information for each serviceman: name, rank, description (age, height, complexion, eye color and hair color), birthplace, occupation, marital status, residence, emergency contact, date of commission or enlistment in state service, home station or company rendezvous, and signature. The content of the muster-out rolls is similar but much abbreviated.

RETENTION

DISPOSITION

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION

These records are in Archives' permanent custody.

FORMAT MANAGEMENT

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

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

APPRAISAL

Historical

This series provides information on Utah National Guardsmen in the Mexican Border Campaign of interest to military historians and genealogists.

PRIMARY DESIGNATION

Public

Glossary

1. Record

2.

3.

4.

5.

6.



7. Historical Value

8. Disposition

9. Record Copy

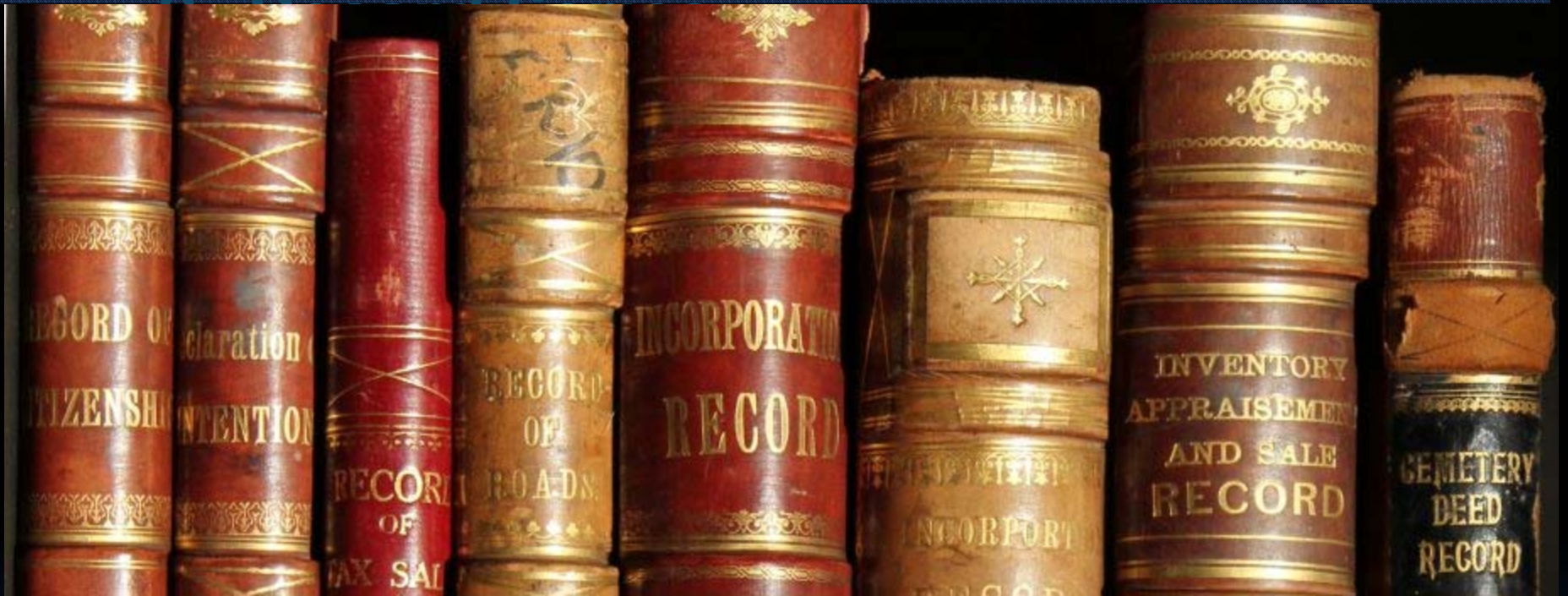
10. Series-Specific Retention Schedule

11. General Schedule



Glossary

1. Record



8. Disposition

9. Record Copy

10. Series-Specific Retention Schedule

11. General Schedule

Glossary

Utah State Archives

AGENCY: Department of Administrative Services. Division of Administrative Rules

SERIES: 7192

TITLE: Administrative rules files

DATES: 1973-

ARRANGEMENT: Numerical by file number.

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records support the agency's function to record the receipt of all rules submitted by state governmental agencies authorized or required by law to make rules (Utah Code 63G-3-402(1)(b)(2010) & 63G-3-102(2)(2008)). These records document the changes in administrative law governing the state as well as the final published version. These records are the official copies of the administrative rule filings submitted in accordance with the Utah Administrative Rulemaking Act, Title 63G. Records may also include materials incorporated by reference, notice of effective date, and pertinent correspondence.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

10. Series-Specific Retention Schedule

11. General Schedule



Glossary

1. Record

2. Record

3. Schedule

4. Administrative

5. Legal

6. Fiscal

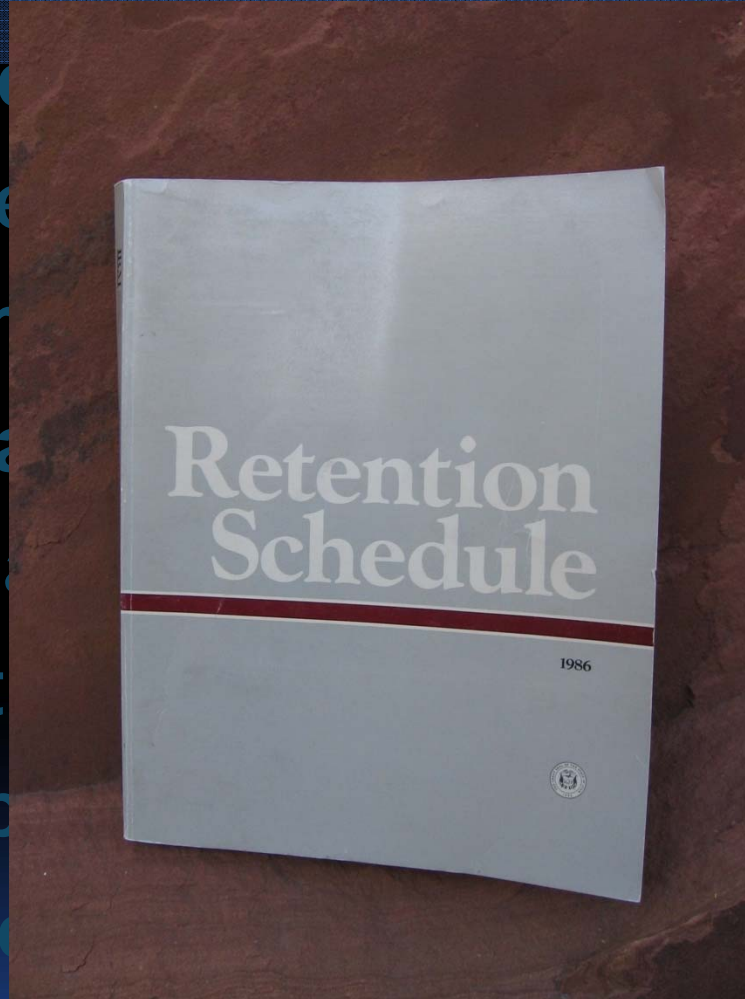
7. Historical

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9. Record

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11. General Schedule



Retention Schedule Types

General Retention Schedule

HOME / RECORDS MANAGEMENT / STATE GENERAL SCHEDULE

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE

Items listed in general retention schedules identify records which may or may not exist in any given agency. They are models to follow if a governmental entity's records closely approximate the descriptions. All records are governed by either the agency's own properly adopted retention schedule or general retention schedules ([63G-2-604](#)).



- [Administrative Records \(1\)](#)
- [Budgeting Records \(2\)](#)
- [Cartographic Records \(3\)](#)
- [Communication Records \(4\)](#)
- [Data Processing Records \(5\)](#)
- [Facility Management Records \(6\)](#)
- [Financial Records \(7\)](#)
- [Human Resource Records \(11\)](#)
- [Motor Vehicle Maintenance and Operation Records \(9\)](#)
- [Payroll Records \(10\)](#)
- [***Printing Records \(12\) OBSOLETE](#)
- [Property Records \(14\)](#)
- [Purchasing Records \(13\)](#)
- [Public Affairs Records \(15\)](#)
- [Security Services Records \(16\)](#)
- [Law Enforcement \(17\)](#)

Series-specific Retention Schedule

Utah State Archives

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SERIES: 7192
TITLE: Administrative rules files

DATES: 1973-

ARRANGEMENT: Numerical by file number.

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RETENTION:

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DISPOSITION:

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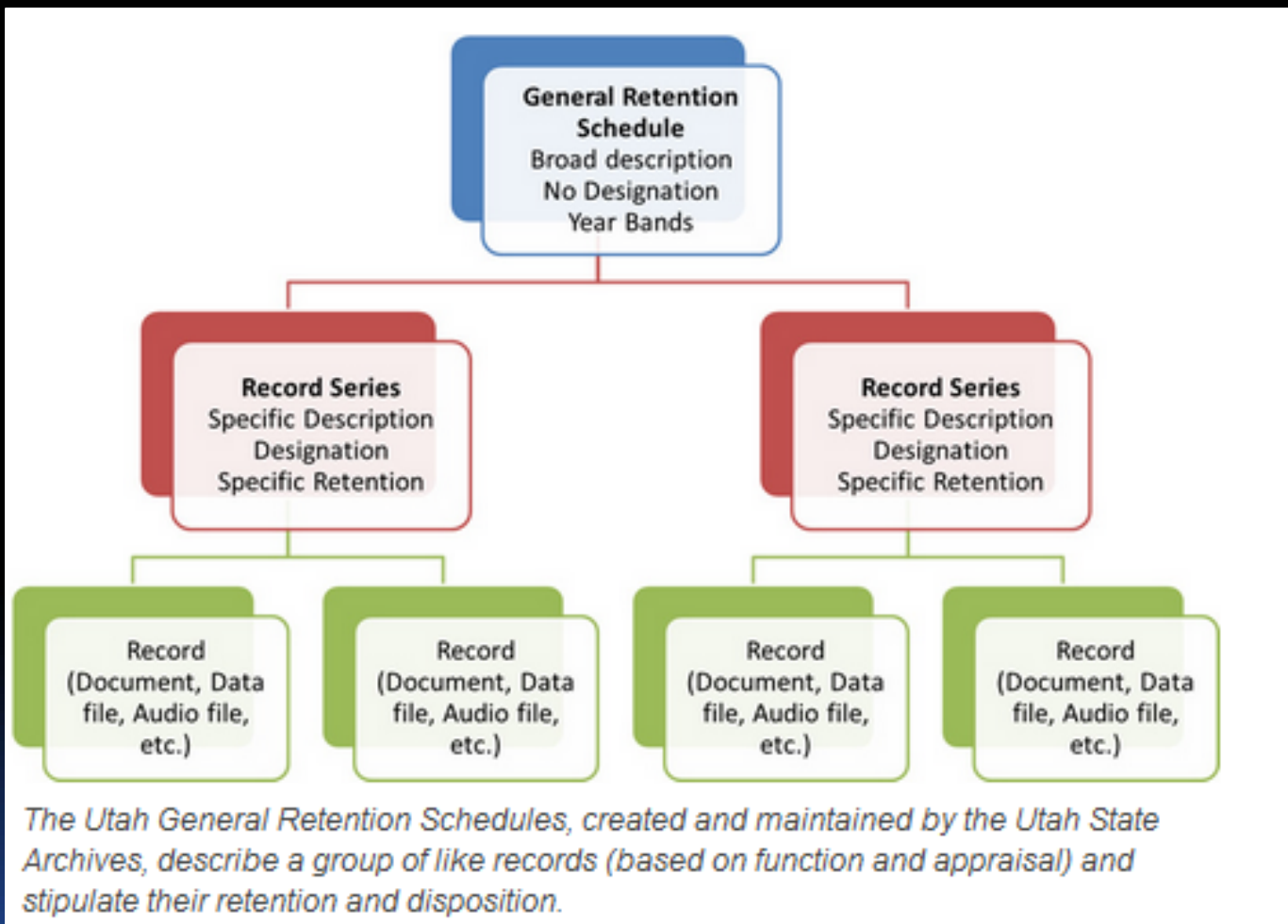
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Microfilm duplicate: Retain in Office permanently.



Retention Schedule Types



Why the Archives makes General Schedules

HOME / RECORDS MANAGEMENT / STATE GENERAL SCHEDULE

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1. Most of the work is done!

2. Quicker to send records to Clearfield!

3. Determining if your needs are unique.

4. Compliance

Need Feedback from Stakeholders



- Blog
- Email
- Website

Records Keepers – Utah State Archives

State & Local Government Records Service

Home About Meet the Authors Online Records Officer Certification FAQ

New County Petition General Schedule

June 9, 2016 rebekkahshaw

Leave a comment Edit

No schedules will be presented to the State Records Committee today, but we anticipate the previously posted financial schedules and the following two county schedules will be presented July 7th.

We are updating county schedule 14-32, but the retention will not change. We also propose adding a new schedule for the signature sheets related to petitions. If you have input or questions regarding these schedules, please contact Rebekkah Shaw at rshaw@utah.gov or 801-531-3851.

Petition Signature Records

These records are petition signature sheets signed by individuals wishing to add a candidate or initiatives to the election ballot. Signatures are verified to determine whether petitioners are



<http://www.elioowners.com/threads/if-you-dont-believe.5792/page-14>

Determining Retention

Things to consider:

- Documenting agency functions
- Legal requirements
- Other regulatory requirements
- Fiscal requirements
- Operational or ongoing business needs
- Historical records

***COMMITTEE AND BOARD FILES (SG 1-6) OBSOLETE

For meeting records, please refer to the state schedule for [Open Meeting Minutes and Public Materials](#). SG 1-59

For meeting recordings, please refer to the state schedule for [Open Meeting Recordings](#), SG 1-65 or [Closed Meeting Records](#), SG 1-60.

***COMMUNICATION LOGS (SG 1-15) OBSOLETE

Please refer to the state schedule for [Transitory Tracking Records](#), SG 1-73.

Crosswalk

Our blog: recordskeepers.blog

Reflected on General Schedule page

Annual General Schedule Updates





Current drafts

Ordinances & Resolutions

- These are formal opinions and decisions made by local legislative bodies. Records include original ordinances and resolutions, codified ordinances and indexes.
- Retention: Permanent. May transfer to Archives.

Election Records

- These are routine records created during elections. Information may include ballots, candidate list, returns, voter registration notices.
- Retention: 2 years after election and then destroy.
- Based on Utah Code 20A-4-202(2)(b)(2014) which says 22 months after the election. Utah Code 20A-2-308(2)(a) puts voter registration at 2 years.

State Archives Assistance

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801.531.3860

Rosemary Cundiff, State Records Ombudsman

rcundiff@utah.gov

801.531.3858

