

## Utah State Archives

**AGENCY:** Department of Administrative Services. Division of Administrative Rules

**SERIES:** 7192

4

**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.

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(continued)

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

Microfiche master: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1973 through 1985. Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

### APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical value of the records. Administrative Rules have the force and effect of law when implemented and are frequently used to determine how statutes are implemented by the agencies responsible for administering regulatory programs.

### PRIMARY CLASSIFICATION:

Public                      Utah Code 63G-2-301(2)(a) and (d)(2014).

### REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.