

## **R17. Administrative Services, Archives and Records Service.**

### **R17-5. Definitions for Rules in Title R17.**

#### **R17-5-1. Definitions.**

In addition to terms defined in Section [63G-2-103](#), Utah Code, the following terms apply to rules in Title R17.

- (1) "AIIM" means the Association for Information and Image Management.
- (2) "ANSI" means American National Standards Institute.
- (3) "Certification" means the confirmation that images recorded on microfilm are accurate, complete, and unaltered reproductions of original records.
- (4) "Official Custody" means the responsibility for and implementing policy for the care and access of records.

KEY: records retention, public information, access to information

Date of Enactment or Last Substantive Amendment: August 20, 2008

Notice of Continuation: October 27, 2017

Authorizing, and Implemented or Interpreted Law: [63A-12-104](#)

## **R17. Administrative Services, Archives and Records Service.**

### **R17-6. Records Storage and Disposal at the State Records Center.**

#### **R17-6-1. Authority and Purpose.**

In accordance with Subsection [63A-12-104](#)(1), this rule establishes a procedure for the storage and disposal of records at the State Records Center.

#### **R17-6-2. Records Storage and Disposal -- Agency Responsibility.**

- (1) An agency may transfer semi-active records to the Records Center for storage.
- (2) Prior to transfer, the agency must verify that records have a State Archives record series number, an approved retention schedule, and have met all in office retention requirements.
- (3) Records stored in the State Records Center remain in the official custody of the agency that transferred them.
- (4) In the event that an agency has not transferred records to the Records Center, it is the agency's responsibility to manage, maintain, and destroy records in its custody in accordance with the records series' approved retention schedule and to document the records destruction.

#### **R17-6-3. Records Storage and Disposal -- Archives Responsibility.**

- (1) The State Archives stores semi-active records at the State Records Center in accordance with the approved retention schedule. The State Records Center may accept records for which a proposed retention has been presented to the Records Management Committee with the provision that if the committee does not approve the retention, the records will be returned to the agency.
- (2) The State Archives destroys records stored at the Records Center in accordance with the approved retention schedule and upon authorization from the creating agency. If the creating agency does not respond to the second request for authorized destruction within 90 days, the records may be returned to the agency.

(3) In the event that a record has met its scheduled retention requirements and the Records Center is unable to locate an authorized agency to provide destruction approval or the agency is obsolete, the records will become the official custody of the Utah State Archives and the State Archivist will determine the disposition of the records.

KEY: records retention, public information, access to information

Date of Enactment or Last Substantive Amendment: August 7, 2020

Notice of Continuation: October 27, 2017

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## **R17. Administrative Services, Archives and Records Service.**

### **R17-7. Archival Records Care and Access at the State Archives.**

#### **R17-7-1. Authority and Purpose.**

In accordance with Subsection [63A-12-104](#)(1), this rule establishes a procedure for the care and access of records in the custody of the State Archives, including classification or reclassification.

#### **R17-7-2. Custody of Records, Care and Access.**

- (1) The State Archives accepts records which are placed in the official custody of the State Archivist in accordance with Sections [63G-2-604](#), [63A-12-102](#), [63A-12-103](#), and [63A-12-105](#).
- (2) Records in the State Archives are available for public use in the State Archives insofar as use of the records is not restricted by law.
- (3) Except as otherwise provided by law, records may not be removed or loaned for research use outside the State Archives.

#### **R17-7-3. Access to Records.**

- (1) Records are made available for public use in the State Archives Research Center. Patrons must observe Research Center procedures for the protection and control of the records.
- (2) Patrons are required to register to use the Research Center and Research Center staff may require patrons to provide photographic identification.
- (3) Patrons shall only use a pencil when making personal notes, shall not mark public records, and shall maintain the original order of the public records consulted.
- (4) Persons may not smoke, drink, or eat in the Research Center.
- (5) Patrons may take only paper and research materials into the Research Center. Patrons must check brief cases, purses, backpacks, or similar items at the desk before entering the research area.

- (6) Patrons shall use care in handling fragile materials. Patrons shall not alter, mutilate, or otherwise deface public records and are required to adhere to the instructions of reference staff.
- (7) Patrons may not remove government records from the Research Center.
- (8) Patrons may only use equipment and resources in the Research Center for the purposes of research associated with the Utah State Archives or Utah State History.

**R17-7-4. Enforcement.**

- (1) If a patron violates R17-7-3, Research Center staff may issue a verbal warning.
- (2) If, after an unheeded warning, or if there is risk of immediate or severe damage to records, staff may request the patron to leave immediately.
- (3) If a patron fails to promptly comply with staff request to leave, staff may request assistance from building security personnel and from city police.
- (4) These enforcement subsections do not limit the State Archives from performing its duties and enforcing these rules as otherwise allowed by law.

KEY: records retention, public information, access to information

Date of Enactment or Last Substantive Amendment: August 15, 2013

Notice of Continuation: October 27, 2017

Authorizing, and Implemented or Interpreted Law: [63A-12-104](#)

## **R17. Administrative Services, Archives and Records Service.**

### **R17-8. Application of Microfilm Standards.**

#### **R17-8-1. Authority and Purpose.**

In accordance with Subsection [63A-12-104](#)(1), this rule establishes a procedure for the microfilming standards of permanent and long-term records.

#### **R17-8-2. Micrographic Standards.**

- (1) Anyone microfilming Utah state and local government documents for retention purposes shall microfilm these records in conformity with the ANSI/AIIM Imaging Guidelines 2004, which are incorporated by reference.
- (2) The State Archives must certify that each roll of microfilm complies with these Imaging Guidelines prior to the destruction of the original records.
- (3) The State Archives is the official custodian of all master microfilm.
- (4) Access to microfilmed records is permitted in accordance with the approved retention and classification for the records series.

KEY: records retention, public information, access to information

Date of Enactment or Last Substantive Amendment: December 31, 2013

Notice of Continuation: October 27, 2017

Authorizing, and Implemented or Interpreted Law: [63A-12-104](#)

## **R17. Administrative Services, Archives and Records Service.**

### **R17-9. Electronic Participation at Meetings.**

#### **R17-9-1. Authority and Purpose.**

In accordance with Section [52-4-207](#), this rule establishes a procedure for electronic participation at meetings.

#### **R17-9-2. Electronic Participation at Meetings.**

- (1) Electronic participation at meetings. The following provisions govern any meeting at which one or more members of the Board appears telephonically or electronically pursuant to Utah Code Section [52-4-207](#).
  - (a) The anchor location is the physical location from which the electronic meeting originates or from which the participants are connected. The anchor location, unless otherwise designated in the notice, shall be at the offices of the Division of State Archives, Salt Lake City, Utah.
  - (b) If one or more members of the Board participate electronically or telephonically, public notices of the meeting shall so indicate. In addition, the notice shall specify the anchor location where the members of the Board not participating electronically or telephonically will be meeting and where interested persons and the public may attend and monitor the open portions of the meeting.
  - (c) When notice is given of the possibility of a member of the Board appearing electronically or telephonically, any member of the Board may do so and shall be counted as present for purposes of a quorum and may fully participate and vote on any matter coming before the Board. At the commencement of the meeting, or at such time as any member of the Board initially appears electronically or telephonically, the Chair shall identify for the record all those who are appearing telephonically or electronically. Votes by members of the Board who are not at the physical location of the meeting shall be confirmed by the Chair.

KEY: electronic participation, telephonic participation, USHRAB board meetings, anchor location

Date of Enactment or Last Substantive Amendment: January 30, 2012

Notice of Continuation: November 30, 2016

Authorizing, and Implemented or Interpreted Law: [52-4-207](#)