

Retention and Classification Report

Agency: Lewiston (Utah) (588)

PO Box 36
29 South Main Street
Lewiston, UT 84320
435 258-2141

Records Officer: _____

80217	Council minutes
82283	Detailed general ledgers

AGENCY: Lewiston (Utah)

SERIES: 80217

3

TITLE: Council minutes

DATES: 1904-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

They are the official record of the proceedings of regularly scheduled, special, and emergency city council meetings. They include the date, time, and place of meetings, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action filed.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND MAINTAIN ORIGINAL PERMANENTLY..

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).

AGENCY: Lewiston (Utah)

SERIES: 80217

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Lewiston (Utah)

SERIES: 82283

3

TITLE: Detailed general ledgers

DATES: 1978-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1985

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public