

Retention and Classification Report

Agency: Agricultural Advisory Board (1805)

, UT

Records Officer: _____

00541 Minute books

AGENCY: Agricultural Advisory Board

SERIES: 541

3

TITLE: Minute books

DATES: 1919-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the significance of the minutes in documenting the board's decisions in setting division policy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.