

## Retention and Classification Report

**Agency:** Davis County Mosquito Abatement District (Utah) (2009)

85 North 600 West  
Kaysville, UT 84037  
801-544-3736

**Records Officer:** \_\_\_\_\_

22058      Board minutes

**AGENCY:** Davis County Mosquito Abatement District (Utah)

**SERIES:** 22058

3

**TITLE:** Board minutes

**DATES:** 1963-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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(continued)

**APPRAISAL:**

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

These records are of historical interest as they document the decisions and on goings of a public body.

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(2016)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.