

Retention and Classification Report

Agency: Sandy (Utah). Mayor (3049)

10000 Centennial Parkway
Sandy, UT 84070
801 568-1799

Records Officer: _____

29596 Mayor's executive cabinet minutes

AGENCY: Sandy (Utah). Mayor

SERIES: 29596

3

TITLE: Mayor's executive cabinet minutes

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are meeting minutes of the city mayor's executive staff. Records document internal policy decisions and department weekly updates . They document the history of decision-making by the mayor's cabinet.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document a history of decision making by the city Mayor's executive staff.

AGENCY: Sandy (Utah). Mayor

SERIES: 29596

TITLE: Mayor's executive cabinet minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.