

# Retention and Classification Report

**Agency:** Smithfield (Utah) (1103)

96 South Main  
P.O. Box 96  
Smithfield, UT 84335  
435 563-6226

**Records Officer:** Charlene Izatt

22320 Board of adjustment minutes  
28110 Cemetery burial-transit permits  
28105 Cemetery deed and payment ledgers  
28101 \*Cemetery interment register  
28103 Cemetery lot cards  
28163 \*Cemetery maps  
28104 \*Cemetery name and record sheets  
22698 City Council minutes  
22699 City ordinances and resolutions  
28102 \*Death and burial record cards  
28109 Death and burial record sheets  
28107 East Bench Water Works Company ledger  
22319 Planning and zoning commission minutes  
27786 Police Department case files  
25354 Publications  
28106 \*Record of city and cemetery lot deeds  
03682 \*Tax assessment record book

**AGENCY:** Smithfield (Utah)

**SERIES:** 22320

3

**TITLE:** Board of adjustment minutes

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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

**AGENCY:** Smithfield (Utah)

**SERIES:** 22320

**TITLE:** Board of adjustment minutes

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 20,  
Item 3.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28110

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1970-1993

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of a dead body. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Most of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Historical Legal

This series has historic value as documentation of the operation of the Smithfield Cemetery and of the individuals buried in the cemetery.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28110

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28105

3

**TITLE:** Cemetery deed and payment ledgers

**DATES:** 1924-

**ARRANGEMENT:** Alphabetical by owner name.

**DESCRIPTION:**

This series is used to track ownership of cemetery lots and payments for care of those lots. The information is recorded on pre-printed forms bound in post binders. The forms include the name and address of the lot owner, the date of contract and amount paid, description of the lot purchased, and a record of yearly or perpetual care payments made.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 2.

This series has administrative, legal, and historical value as documentation of ownership of cemetery plots.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28105

**TITLE:** Cemetery deed and payment ledgers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28101

3

**TITLE:** Cemetery interment register

**DATES:** 1864-1959.

**ARRANGEMENT:** Roughly chronological.

**DESCRIPTION:**

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

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

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

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has permanent historical value as documentation of burials in the cemetery.



**AGENCY:** Smithfield (Utah)

**SERIES:** 28101

**TITLE:** Cemetery interment register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28103

3

**TITLE:** Cemetery lot cards

**DATES:** 1860-

**ARRANGEMENT:** Alphabetical by plat, thereunder numerical by lot.

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 6.

This series has historic and administrative value as documentation of the location of burials in the cemetery, as well as legal value as documentation of property ownership.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28103

**TITLE:** Cemetery lot cards

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28163

3

**TITLE:** Cemetery maps

**DATES:** ca. 1920-ca. 2000.

**ARRANGEMENT:** Chronological by age, thereunder numerical by sheet number  
**DESCRIPTION:**

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 7.

This series has historical and administrative value as documentation of the layout of the cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28104

1

**TITLE:** Cemetery name and record sheets

**DATES:** 1929-1962.

**ARRANGEMENT:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** Smithfield (Utah)

**SERIES:** 22698

3

**TITLE:** City Council minutes

**DATES:** 1868-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

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

**AGENCY:** Smithfield (Utah)

**SERIES:** 22698

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 18,  
Item 23.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Smithfield (Utah)

**SERIES:** 22699

3

**TITLE:** City ordinances and resolutions

**DATES:** 1996-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.



**AGENCY:** Smithfield (Utah)

**SERIES:** 22699

**TITLE:** City ordinances and resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28102

3

**TITLE:** Death and burial record cards

**DATES:** 1860-2010.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

This series contains information about each burial in the cemetery, recorded on pre-printed 5" x 8" cards. The cards provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of burial, location and name of the owner of the burial lot, lot purchase information, burial costs, and funeral director's name. Information for many burials was transcribed from earlier record books and the source of that information is often noted on the card. Some of those earlier sources have apparently been lost or destroyed, so this series is the most complete record of burials up to 2010, when the cemetery ceased creating these cards and transferred the information to computer data files.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**AGENCY:** Smithfield (Utah)

**SERIES:** 28102

**TITLE:** Death and burial record cards

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has permanent historical value as the most complete record of burials in the cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28109

3

**TITLE:** Death and burial record sheets

**DATES:** 1982-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains information about burials in the cemetery, hand-written on pre-printed forms and filed in binders. The forms provide space for noting a variety of information, including the name and age of the deceased, date and place of birth, date and place of death, cause of death, attending physician, names of parents and their place of birth, name of spouse, date of funeral, funeral director's name, location and name of the owner of the burial lot, burial costs, and vault type. It appears that these records are used in collecting information that is then copied in more final form in other cemetery records. In many cases, a copy of an obituary is attached to the form and occasionally other documentation, such as mortuary forms or transit permits are included.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 5.

This series has permanent historic value as documentation of the operation of the Smithfield Cemetery and the individuals buried there.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28109

**TITLE:** Death and burial record sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28107

3

**TITLE:** East Bench Water Works Company ledger

**DATES:** 1902-1967

**ARRANGEMENT:** Roughly chronological.

**DESCRIPTION:**

This series contains a single ledger book of the East Bench Water Works Company. This ledger was used by the company to track financial matters, including accounts of various stockholders, lists of stockholders and the value of their interest in the company, assessments made, and company receipts and expenditures. The company incorporated in 1902 and the book contains financial records through 1968. A newspaper clipping, dated 3 December 1967, tucked in the ledger gives notice that stockholders must present their stock certificates to receive a share in the proceeds of the sale of the company.

The East Bench Water Works Company operated in Smithfield, but the records reveal no direct connection between the company and the City of Smithfield. Nevertheless, the records came into the City's possession and have been maintained by them.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

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

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

**APPRAISAL:**

Historical

This series has historical value as documentation of water management in Smithfield.

**AGENCY:** Smithfield (Utah)

**SERIES:** 28107

**TITLE:** East Bench Water Works Company ledger

(continued)

**RETENTION JUSTIFICATION:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 22319

3

**TITLE:** Planning and zoning commission minutes

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

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

Microfilm duplicate: Retain in Office permanently.

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



**AGENCY:** Smithfield (Utah)

**SERIES:** 22319

**TITLE:** Planning and zoning commission minutes

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah  
Municipal General Records Retention Schedule, Schedule 20,  
Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 27786

3

**TITLE:** Police Department case files

**DATES:** 2001-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These records include information beyond the initial contact report. They are used by officers to document their investigations into incidents reported to the department. Information includes officer notes, description of actions taken by officers, complainant and offender information, photographs, audio/video recordings, and any paper evidence. Both felony and misdemeanor investigations are included.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete provided no litigation is pending.

Paper: Retain in Office for 10 years and then destroy provided no litigation is pending.

Photographs: Retain in Office for 10 years and then destroy provided no litigation is pending.

**AGENCY:** Smithfield (Utah)

**SERIES:** 27786

**TITLE:** Police Department case files

(continued)

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 21, Item 57.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(9)(a), UCA 63G-2-305(9)(c)

**AGENCY:** Smithfield (Utah)

**SERIES:** 25354

3

**TITLE:** Publications

**DATES:** 1977-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Smithfield or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "A Water System Master Plan for the Communities of Smithfield, Hyde Park, and North Logan, Utah" (The Tri-City Plan Volume II) (June 1977).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 28106

3

**TITLE:** Record of city and cemetery lot deeds

**DATES:** 1872 - ca. 1943.

**ARRANGEMENT:** Alphabetical by plat, thereunder numerical by block and lot.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains a single book used to record mayor's deeds granted by the mayor to city and cemetery lots, as well as other property. The earliest deeds for city lots date from 1872, when Mayor Samuel Roskelley obtained a deed from the federal government to the land within Smithfield City and in turn began transferring lots to the individuals who occupied the property. This was part of a procedure set up under an act of Congress to allow people in the Utah Territory to gain legal title to their property. The earliest recorded deeds to cemetery lots date from 1884. The book also records a variety of deeds to property "outside of the city proper" and deeds to Smithfield City for roads.

The end of the book contains a list of individuals buried in the Smithfield Cemetery, including burial location, date and place of birth, death date, and note of relationship. The latest burial listed dates from about 1903.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Paper: Retain in State Archives permanently with authority to weed.

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

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

**AGENCY:** Smithfield (Utah)

**SERIES:** 28106

**TITLE:** Record of city and cemetery lot deeds

(continued)

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 10.

This series has historical value as documentation of property transactions involving Smithfield City, ownership of cemetery lots, and burials in the city cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Smithfield (Utah)

**SERIES:** 3682

3

**TITLE:** Tax assessment record book

**DATES:** 1889-1892.

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.