

Retention and Classification Report

Agency: Agricultural Advisory Board (1805)

, UT

Records Officer: Thayne Mickelson

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1996

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