

# 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.

**AUTHORIZED:** 07-01-2014

**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