

Retention and Classification Report

Agency: Agricultural Advisory Board (1805)

, UT

Records Officer: Sue Munteer

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 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

This disposition is based on the significance of the minutes in documenting the board's decisions in setting division policy.

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(continued)

PRIMARY CLASSIFICATION:

Public