Retention and Classification Report

Agency: Capitol Hill Commission (225)

358 South 700 E Suite 219
Salt lake City, UT 84102

Records Officer

28181 *Meeting minutes
02199 *Reports

* indicates closed series

03/10/14 10:23

AGENCY: Capitol Hill Commission

SERIES: 28181 3
TITLE: Meeting minutes
DATES: 1972-1976.
ARRANGEMENT: Chronological by date.
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.

Audio cassettes: Retain in State Archives permanently with authority to weed.

APPRAISAL:
Historical

Disposition based on the records unique characteristic of being the only known record of meetings held by the Capitol Hill Commission.

PRIMARY CLASSIFICATION:
Public

AGENCY: Capitol Hill Commission

SERIES: 2199 3
TITLE: Reports
DATES: 1975-1976.
ARRANGEMENT: Chronological
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 and then microfilm.

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

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

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Records document the activities of the Capital Hill Commission, including recommendations on future building projects, current use of state agency buildings, as well as some history. Value is for research purposes.

AGENCY: Capitol Hill Commission

SERIES: 2199
TITLE: Reports

(continued)

PRIMARY CLASSIFICATION:
Public