

# 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

**AGENCY:** Capitol Hill Commission

**SERIES:** 28181

3

**TITLE:** Meeting minutes

**DATES:** 1972-1976.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Series contains audiocassettes of recorded meetings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Disposition based on the records unique characteristic of being the only known record of meetings held by the Capitol Hill Commission.

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).

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.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.