

Retention and Classification Report

Agency: Armory Board (2420)

12953 Minuteman Drive
Draper, UT 84020
801-432-4400

Records Officer: Carrie Alefi

10355 *Minutes

AGENCY: Armory Board

SERIES: 10355

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TITLE: Minutes

DATES: 1905-1920; 1967.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records may include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

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 administrative, historical, and/or legal value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

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(continued)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public