Retention and Classification Report

Agency: Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council (2555)
Utah State Capitol Complex
Senate Building, Suite 330
Salt Lake City, UT 84114
801-538-1921

Records Officer Briant Smith

23311	Annual reports
28900	Meeting minutes

AGENCY: Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 23311 3

TITLE: Annual reports

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Substance Abuse and Anti-Violence Coordinating Council activities from the previous year with information pertaining to agency activities, agency staff, substance abuse, violence, crime, justice system, legislation, and fiscal and financial operations.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/17/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These reports document decisions, policies, procedures, activities, and function of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 28900 3

TITLE: Meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to coordinate statewide efforts to reduce the impact of substance use and mental health disorders (Utah Code 63M-7-303 (2016)). Meeting minutes document research and decisions of the council and its committees and working groups regarding policies, planning, partnerships, recommendations, and relevant legislation.

RETENTION:

Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 06/27/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records demonstrate the development and evolution of the agency and are therefore historically valuable.

AGENCY: Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 28900

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public