

Retention and Classification Report

Agency: Utah Advisory Council on Intergovernmental Affairs (2937)

, UT

Records Officer

82861 Coordinating Advisory Council on Intergovernmental Affairs (
82860 *Governor's Advisory Council on Community Affairs meeting f
13871 *Governor's advisory council on inter-governmental affairs re
11833 Utah advisory council on inter-governmental relations record

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82861

TITLE: Coordinating Advisory Council on Intergovernmental Affairs (CACIA)
meeting files

4

DATES: i 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are meeting files of CACIA, which has taken on the responsibilities of the Governor's Advisory Council on Community Affairs. They include minutes, agenda, attachments, and correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Meeting files have a permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82860

4

TITLE: Governor's Advisory Council on Community Affairs meeting files

DATES: i 1969-1985.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are meeting files of the Governor's Advisory Council on Community Affairs. The council was disbanded in 1985. The files include minutes, agenda, attachments, and correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Meeting files have a permanent retention. Also, General Schedule 24 Item 1 indicates that upon the termination of a board, all meetings files will be transferred to the State Archives.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 13871

3

TITLE: Governor's advisory council on inter-governmental affairs records

DATES: 1985-1987.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

3

TITLE: Utah advisory council on inter-governmental relations records

DATES: 1987-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records created by the Utah Advisory Council on Inter-governmental Relations. This Council replaced the Governor's Advisory Council on Intergovernmental Affairs in 1987. The information relates to executive establishment, organization, membership, and policy concerning the committee. Information includes by-laws, legislation, agenda, meeting minutes, task force recommendations, resolutions, press releases, correspondence, membership roster, and appointment letters.

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 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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

TITLE: Utah advisory council on inter-governmental relations records

(continued)

PRIMARY CLASSIFICATION:

Public