Retention and Classification Report

Agency: Utah Advisory Council on Intergovernmental Affairs (2937)

, UT

Records Officer Jackie Jameson

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

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AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82861 4

TITLE: Coordinating Advisory Council on Intergovernmental Affairs (CACIA)

meeting files

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:

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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:

Page: 3

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 13871

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

DATES: 1985-1987.

ARRANGEMENT: Chronological ANNUAL ACCUMULATION: DESCRIPTION:

These are records created by the Utah Advisory Council on Inter-governmental Relations. This Council was preceded by the Governor's Advisory Council on Community Affairs. The information relates to executive establishment, organization, membership, and policy, concerning the committee. Information includes agenda, meeting minutes, the Fiscal Initiative Task Force, resolutions, by-laws, correspondence, letters of appointment and resignation, executive orders, and membership rosters.

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:

Page: 4

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

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.

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AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833 TITLE: Utah advisory council on inter-governmental relations records

(continued)

PRIMARY CLASSIFICATION: