Retention and Classification Report

Agency: Health Policy Commission (2998)

, UT

Records Officer

22898 *Commission meeting minutes
22897 *Executive correspondence
22893 *Publications
22895 *Technical Advisory Group minutes

AGENCY: Health Policy Commission

SERIES: 22898 3
TITLE: Commission meeting minutes
DATES: 1994-2000.
ARRANGEMENT: Alphanumerical by meeting date.

TOTAL VOLUME: 0.25 cubic feet.
DESCRIPTION:

This record series consists of the meeting minutes of the Health Policy Commission. The minutes are a permanent record of the discussion and decisions made by Commission members on topics associated with improving cost of, access to and quality of health care for the citizens of the State of Utah.

RETENTION:

Retain office until office closes.

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 until office closes 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.

This disposition is based on the historical value of the information documented in the minutes of the Health Policy Commission.

AGENCY: Health Policy Commission

SERIES: 22898
TITLE: Commission meeting minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Health Policy Commission

SERIES: 22897 3
TITLE: Executive correspondence

DATES: 1994-2000.
ARRANGEMENT: Alphanumerical by year
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

This records series consists of all agency outgoing correspondence from 1994 to 2000. These are records not duplicated elsewhere. They document how the office is organized and how it functions, its pattern of action, policies, procedures and acheivements.

RETENTION:

Retain in office until office closes.

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 until office closes and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

AGENCY: Health Policy Commission

SERIES: 22897
TITLE: Executive correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Health Policy Commission

SERIES: 22893 3
TITLE: Publications
DATES: 1994-2000.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These are publications generated by the Health Policy Commission and its Technical Advisory Groups (TAGs) for distribution to the public. The publications provide information about state health policy issues including long term care; mental health; substance abuse; health care consumer education; and affordable, quality health care for small business owners and employees.

RETENTION:

Retain until office closes.

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 until office closes 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 25.

This retention is based on the value of these publications in documenting the history of the Health Policy Commission.

AGENCY: Health Policy Commission

SERIES: 22893
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Health Policy Commission

SERIES: 22895 3
TITLE: Technical Advisory Group minutes
DATES: 1994-2000.
ARRANGEMENT: Alphabetical by Technical Advisory Group name
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These records document the meetings and discussions of the Health Policy Commission's Technical Advisory Groups (TAGs). These groups included Long Term Care, Mental Health, Substance Abuse, Health Care Consumer Study, and Small Business. The TAGs made recommendations to the Commission for improving the various areas of Health Care in Utah.

RETENTION:

Retain until office closes.

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 until office closes 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.

This retention is based on the value of these records in documenting the history of the Health Policy Commission and the Technical Advisory Groups.

AGENCY: Health Policy Commission

SERIES: 22895
TITLE: Technical Advisory Group minutes

(continued)

PRIMARY CLASSIFICATION:
Public