

Retention and Classification Report

Agency: Sandy (Utah). Mayor (3049)
10000 Centennial Parkway
Sandy, UT 84070
801 568-1799

Records Officer

19528 *City scrapbooks

AGENCY: Sandy (Utah). Mayor

SERIES: 19528

3

TITLE: City scrapbooks

DATES: 1976-1993.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 State Archives permanently after microfilming.

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

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

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

Scrapbooks provide historical information of human interest.

PRIMARY CLASSIFICATION:

Public