

Retention and Classification Report

Agency: Clearfield (Utah). Mayor (3066)

55 S. State Street
Clearfield, UT 84015

Records Officer

10221 Policies and procedures

AGENCY: Clearfield (Utah). Mayor

SERIES: 10221

3

TITLE: Policies and procedures

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Policy and procedure records, GRS-1717.

AUTHORIZED: 02-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public