

# 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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 03/11/2015

**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