

# Retention and Classification Report

**Agency:** Brigham City (Utah). Traffic Advisory Board (3085)  
20 North Main  
Brigham City, UT 84302  
(435)734-6600

## Records Officer

23386 \*Minutes

**AGENCY:** Brigham City (Utah). Traffic Advisory Board

**SERIES:** 23386

3

**TITLE:** Minutes

**DATES:** 1962-1972.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of the traffic advisory board which gave advice to the Brigham City mayor and city council on roads, traffic safety, crosswalks, traffic signals, speed limits, etc. Minutes include date and time held, members present, and summary of topics discussed.

**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 Office until administrative use ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Brigham City (Utah). Traffic Advisory Board

**SERIES:** 23386

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3)(2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32)(2008)