Retention and Classification Report

Agency: Brigham City (Utah). Shade Tree Commission (3087)

980 W. Forest Street
Brigham City, UT 84302
435-734-6615

Records Officer

23392 *Minutes

AGENCY: Brigham City (Utah). Shade Tree Commission

SERIES: 23392 3
TITLE: Minutes
DATES: ca. 1962-1976.
ARRANGEMENT: Chronological

DESCRIPTION:

This committee met to make recommendations to the city council and mayor on the selection, planting, and removal of trees on city grounds and easements. Minutes include date, time, and place met; members present; and a summary of items discussed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

AUTHORIZED: 12/04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

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.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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