

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.

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.

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(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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