

Retention and Classification Report

Agency: Board of Health (500)

Cannon Health Building
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Records Officer

14149 *Air quality regulations hearings transcripts
02565 *Minutes
25971 *Publications
16722 *State Board of Health meetings minutes
16720 *State Board of Health minutes index

AGENCY: Board of Health

SERIES: 14149

3

TITLE: Air quality regulations hearings transcripts

DATES: 1978.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are transcripts of hearings pertaining to air quality held before the State Board of Health and the State Air Conservation Committee under the authority of UCA 26-15-5 and 26-24-1 through 18. These public hearings were held throughout the state in the matter of establishing new air conservation regulations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency policies, issues, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Health

SERIES: 2565

3

TITLE: Minutes

DATES: 1967-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Minutes of the meetings of the state board of health.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

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

AGENCY: Board of Health

SERIES: 25971

3

TITLE: Publications

DATES: 1937.

ARRANGEMENT: Chronologically by publication date.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical to a printed copy.

Holdings include "Our Health" Vol. 1 No. 1 (Jan 1937) and Vol. 1 No. 3 (April 1937).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Health

SERIES: 16722

3

TITLE: State Board of Health meetings minutes

DATES: 1962-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the meetings of the precursor of the department. The board was charged with setting the state's health policies. These minutes include the date and time of the meeting, the place of the meeting, the individuals present, the topics discussed, and any decisions reached.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As the policy-making body for health in the state, the records of the meetings of the board are of permanent value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Health

SERIES: 16722

TITLE: State Board of Health meetings minutes

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Board of Health

SERIES: 16720

3

TITLE: State Board of Health minutes index

DATES: 1934-2015.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are index cards used to locate the minutes of the meetings that dealt with specific topics. These cards include the topic, the date the topic was discussed in a meeting, and the page number of the minutes.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). The value of this index for researchers to finding specific subjects in the minutes is obvious. A permanent retention is called for.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.