

Retention and Classification Report

Agency: Health Planning Advisory Committee (509)

, UT

Records Officer: Tom Hudachko

01108 *Correspondence

AGENCY: Health Planning Advisory Committee

SERIES: 1108

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TITLE: Correspondence

DATES: 1970-1975.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9. Correspondence documents agency history and functions. Correspondence has ongoing research value.

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TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public