

Retention and Classification Report

Agency: Council on Mental Retardation (674)

195 North 1950 West
Salt Lake City, UT 84116
801-538-4200

Records Officer:

03123 *Administrative records

AGENCY: Council on Mental Retardation

SERIES: 3123

3

TITLE: Administrative records

DATES: 1968-2002.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.