

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

1

TITLE: Administrative records

DATES: 1968-2002.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.