

Open meeting minutes & public materials (GRS-1709)

Utah General Retention Schedule

Description

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

Appraisal

These records have historical value(s).

Appraisal Note

These records have historical value based on their importance for documenting legal status, rights and obligations of individuals.

Categories

Administrative
Meeting Minutes

Effective

12/2018

Previous Schedule Number

SG-1-59