

Administrative minutes (GRS-2496)

Utah General Retention Schedule

Description

These are the minutes of meetings for the three Regional Administrators and the Youth Corrections Board. Their meetings consist of discussions of items of mutual interest and concern in the administration of the Youth Corrections program. This record includes the date and time of the meeting, the place of the meeting, the names of the individuals present, the topics discussed and any decisions reached.

Retention and Disposition

Retain permanently. Transfer records to the archives.

Categories

Juvenile Justice Services

Effective

07/1999

Previous Schedule Number

SG-3(1116)-3