

# Commission agenda files (GRS-252)

## Utah General Retention Schedule

### Description

These files document the public notification of regular and special commission meetings. The files include agenda (containing date, time, location of meeting, items to be discussed) and completed forms requesting items to be included on the agenda.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

### Categories

Clerk

### Effective

03/1991

### Previous Schedule Number

CO-14-9