

Retention and Classification Report

Agency: Capitol Hill Commission (225)

358 South 700 E Suite 219
Salt lake City, UT 84102

Records Officer: _____

28181	*Meeting minutes
02199	*Reports

AGENCY: Capitol Hill Commission

SERIES: 28181

3

TITLE: Meeting minutes

DATES: 1972-1976.

ARRANGEMENT: Chronological.

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 AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Audio cassettes: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the records unique characteristic of being the only known record of meetings held by the Capitol Hill Commission.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2019.

AGENCY: Capitol Hill Commission

SERIES: 2199

TITLE: Reports

DATES: 1975-1976.

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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.

APPRAISAL:

These records have historical value(s).

Records document the activities of the Capital Hill Commission, including recommendations on future building projects, current use of state agency buildings, as well as some history. Value is for research purposes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.