

# Retention and Classification Report

**Agency:** Constitutional Revision Commission (240)

, UT

**Records Officer:** \_\_\_\_\_

83592	Constitution
19546	Minutes
83976	Reports

**AGENCY:** Constitutional Revision Commission

**SERIES:** 83592

4

**TITLE:** Constitution

**DATES:** 1913-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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 with authority to weed.

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).

This disposition is based on the publications' research value.

**AGENCY:** Constitutional Revision Commission

**SERIES:** 83592

**TITLE:** Constitution

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Constitutional Revision Commission

**SERIES:** 19546

3

**TITLE:** Minutes

**DATES:** 1968-

**ARRANGEMENT:** Chronological by year, there under grouped by commission or subcommittee, thereunder by date.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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 administrative, historical, and/or legal value(s). These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Constitutional Revision Commission

**SERIES:** 19546

**TITLE:** Minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Constitutional Revision Commission

**SERIES:** 83976

3

**TITLE:** Reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports created by the Constitutional Revision Commission which provide an account of the commission's analysis and recommendations for Constitutional revisions. Each report contains a comprehensive examination and subsequent evaluation of the strengths and weaknesses of sections of the Constitution covered by the respective report. Each report also outlines actions taken to date as well as recommendations to address present and future needs.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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).

Disposition based on the value of these records in documenting achievements, policies, procedures, and function of the Constitutional Revision Commission.

**AGENCY:** Constitutional Revision Commission

**SERIES:** 83976

**TITLE:** Reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.