

Retention and Classification Report

Agency: Board of Examiners (368)

PO Box 146741
Salt Lake City, UT 84114
801-530-6628

Records Officer: _____

00977	Meeting minutes
00501	Motel hearings exhibits
00502	Tax anticipation bonds

AGENCY: Board of Examiners

SERIES: 977

3

TITLE: Meeting minutes

DATES: 1940-

ARRANGEMENT: Chronological.

DESCRIPTION:

Minutes, including tape recordings, of the meetings of the Board of Examiners, which consists of the Governor, the Attorney General, and the State Auditor who is designated as the secretary of the board and compiles these records. The Board is empowered "to examine all claims against the state or a political subdivision, for the payment of which funds appropriated by the Legislature or derived from any other source are not available." The Board is required to "keep a record of all its proceedings," and "an abstract of all claims must be entered upon the minutes of the board before they are acted upon," as stated in UCA 63G-9-204 (2008). Information includes claims presented to the Board for payment, minutes of meetings, agendas, Attorney General Opinions, letters of notification of Board meetings, and miscellaneous correspondence.

RETENTION:

Permanent. Retain for 3 year(s)

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 Office for 3 years and then transfer to State Archives 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.

AGENCY: Board of Examiners

SERIES: 977

TITLE: Meeting minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Sound recordings: 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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Board of Examiners

SERIES: 501

3

TITLE: Motel hearings exhibits

DATES: 1963-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Survey and analysis of damage done to public buildings during natural disasters.

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 Natural disaster and damage survey of public buildings, GRS-1784.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Board of Examiners

SERIES: 502

TITLE: Tax anticipation bonds

DATES: 1932-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.