Retention and Classification Report

Agency: Leamington (Utah) (583)

Leamington Town Hall
61 West Main, P.O. Box 38101
Leamington, UT 84638
435 857-2433

Records Officer: _____

28716 Council minutes

AGENCY: Leamington (Utah)

SERIES: 28716 3
TITLE: Council minutes
DATES: 1936-
ARRANGEMENT: Chronological by meeting date.
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:

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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the operation of town government, along with the issues and decisions of the town council.

AGENCY: Leamington (Utah)

SERIES: 28716
TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public