

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:

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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.

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.

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TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public