

Retention and Classification Report

Agency: Magna (Utah) (642)

, UT

Records Officer: _____

31074 Meeting minutes and supplementary material

AGENCY: Magna (Utah)

SERIES: 31074

3

TITLE: Meeting minutes and supplementary material

DATES: 2013-

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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

RETENTION:

Retain permanently

DISPOSITION:

May 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 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government.

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(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-301 (2)(e) (2020)