

## Retention and Classification Report

**Agency:** Tooele County (Utah). Board of Education (1162)

92 lodestone way  
tooele, UT 84074

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

03999 Financial records

28475 \*Tooele County Recreation Commission minutes

**AGENCY:** Tooele County (Utah). Board of Education

**SERIES:** 3999

1

**TITLE:** Financial records

**DATES:** 1972-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

**AGENCY:** Tooele County (Utah). Board of Education

**SERIES:** 28475

3

**TITLE:** Tooele County Recreation Commission minutes

**DATES:** 1945-1946.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**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 documentation of the activities and function of the Commission.

**AGENCY:** Tooele County (Utah). Board of Education

**SERIES:** 28475

**TITLE:** Tooele County Recreation Commission minutes

(continued)

**PRIMARY DESIGNATION:**

Public