

Retention and Classification Report

Agency: Cache County (Utah). County Commission (1477)

, UT

Records Officer: _____

30488 Minutes

AGENCY: Cache County (Utah). County Commission

SERIES: 30488

3

TITLE: Minutes

DATES: 1967-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

These minutes record the actions of the county commission, the governing body of the county. The commission was authorized to manage all county business and property. This includes budgeting, equipment purchasing and auditing; use of county lands; districting for schools, roads, voting, drainage, etc.; taxing, specifically acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, contracting for services; supervising the conduct and payment of all county personnel.

RETENTION:

Retain permanently

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 until administrative need is met and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

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(continued)

PRIMARY DESIGNATION:

Public