

## Retention and Classification Report

**Agency:** Department of Social Services. Office of Community Operations. District One  
(1575)

Logan, UT 84321

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

00792    \*Administrative minutes

**AGENCY:** Department of Social Services. Office of Community Operations. District One

**SERIES:** 792

3

**TITLE:** Administrative minutes

**DATES:** 1940-1989.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a record of meetings at the Brigham City Social Service district office.

This series includes issues discussed at staff meetings, decisions made at board/committee meetings and policy changes made by the administrative office.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: 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).

This record documents the actions of a district office in it's early years of existence thereby having historical value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.