

Retention and Classification Report

Agency: Governor (Utah). Commission on Criminal and Juvenile Justice.
Utah Substance Use and Mental Health Advisory Council (2555)
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Records Officer: Norma Hernandez

23311 Annual reports
28900 Meeting minutes

AGENCY: Governor (Utah). Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 23311

3

TITLE: Annual reports

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Substance Abuse and Anti-Violence Coordinating Council activities from the previous year with information pertaining to agency activities, agency staff, substance abuse, violence, crime, justice system, legislation, and fiscal and financial operations.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
These reports document decisions, policies, procedures, activities, and function of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Governor (Utah). Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 28900

3

TITLE: Meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to coordinate statewide efforts to reduce the impact of substance use and mental health disorders (Utah Code 63M-7-303 (2016)). Meeting minutes document research and decisions of the council and its committees and working groups as they formulate policies, create partnerships, make recommendations, and track relevant legislation.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 12-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records demonstrate the development and evolution of the agency and are therefore historically valuable.

AGENCY: Governor (Utah). Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

SERIES: 28900

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public