

Retention and Classification Report

Agency: Weber Fire District (Utah) (2600)

2023 West 1300 North
Farr West, UT 84404
801-782-3580

Records Officer: _____

30118 Meeting minutes

AGENCY: Weber Fire District (Utah)

SERIES: 30118

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TITLE: Meeting minutes

DATES: 1997-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are the meeting minutes for the Weber Fire District. May include agenda, meeting minutes, transcripts, and other supporting documentation.

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:

Compact disc: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Audio cassettes: For records beginning in 1997 through 2009. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are considered historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Weber Fire District (Utah)

SERIES: 30118

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.