# Retention and Classification Report

**Agency:** Department of Natural Resources. Division of Water Resources. Board of Water Resources (2851)
1594 West North Temple, Ste 310
Salt Lake City, UT 84114-6201
801-538-7230

**Records Officer:** _____

25379 Water Resources Board records

**AGENCY:** Department of Natural Resources. Division of Water Resources. Board of Water Resources

**SERIES:** 25379 3
**TITLE:** Water Resources Board records
**DATES:** 1967-
**ARRANGEMENT:** Alphabetical by subject, thereunder chronological
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records detail the activities of the Board of Water Resources, which is the policy-making body of the Division (see UCA 73-10-1 et seq.), and the Water Conservation Advisory Board. Included are correspondence, meeting notices, agendas, minutes, tour details, board policy, resolutions, dam dedication ceremonies, biographical sketches of board members, board appointments, resignations and other records documenting agency board roles and the history of water development in Utah. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain for 7 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 & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

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(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).

Disposition based on value of records in documenting Board achievements, policies, programs and functions.

**PRIMARY DESIGNATION:**

Public