

Retention and Classification Report

Agency: Utah Advisory Council on Intergovernmental Affairs (2937)

, UT

Records Officer: _____

82861	Coordinating Advisory Council on Intergovernmental Affairs (
82860	*Governor's Advisory Council on Community Affairs meeting fil
13871	*Governor's advisory council on inter-governmental affairs re
11833	Utah advisory council on inter-governmental relations record

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82861

4

TITLE: Coordinating Advisory Council on Intergovernmental Affairs (CACIA) meeting files

DATES: i 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are meeting files of CACIA, which has taken on the responsibilities of the Governor's Advisory Council on Community Affairs. They include minutes, agenda, attachments, and correspondence.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Meeting files have a permanent retention.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 82860

4

TITLE: Governor's Advisory Council on Community Affairs meeting files

DATES: i 1969-1985.

ARRANGEMENT: Chronological

DESCRIPTION:

These are meeting files of the Governor's Advisory Council on Community Affairs. The council was disbanded in 1985. The files include minutes, agenda, attachments, and correspondence.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). Meeting files have a permanent retention. Also, General Schedule 24 Item 1 indicates that upon the termination of a board, all meetings files will be transferred to the State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 13871

3

TITLE: Governor's advisory council on inter-governmental affairs records

DATES: 1985-1987.

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

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 ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

3

TITLE: Utah advisory council on inter-governmental relations records

DATES: 1987-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records created by the Utah Advisory Council on Inter-governmental Relations. This Council replaced the Governor's Advisory Council on Intergovernmental Affairs in 1987. The information relates to executive establishment, organization, membership, and policy concerning the committee. Information includes by-laws, legislation, agenda, meeting minutes, task force recommendations, resolutions, press releases, correspondence, membership roster, and appointment letters.

RETENTION:

Permanent. Retain for 3 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 1 year 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.

APPRAISAL:

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

AGENCY: Utah Advisory Council on Intergovernmental Affairs

SERIES: 11833

TITLE: Utah advisory council on inter-governmental relations records

(continued)

PRIMARY DESIGNATION:

Public