

Retention and Classification Report

Agency: Sandy (Utah). Mayor (3049)

10000 Centennial Parkway
Sandy, UT 84070
801 568-1799

Records Officer: _____

19528	*City scrapbooks
29596	Mayor's executive cabinet minutes

AGENCY: Sandy (Utah). Mayor

SERIES: 19528

1

TITLE: City scrapbooks

DATES: 1976-1993.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently after microfilming.

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

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

APPRAISAL:

These records have historical value(s).

Scrapbooks provide historical information of human interest.

PRIMARY DESIGNATION:

Public

AGENCY: Sandy (Utah). Mayor

SERIES: 29596

3

TITLE: Mayor's executive cabinet minutes

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are meeting minutes of the city mayor's executive staff. Records document internal policy decisions and department weekly updates . They document the history of decision-making by the mayor's cabinet.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

May 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 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document a history of decision making by the city Mayor's executive staff.

AGENCY: Sandy (Utah). Mayor

SERIES: 29596

TITLE: Mayor's executive cabinet minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.