

## 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.