Retention and Classification Report

Agency: Brigham City (Utah). Board of Adjustment (3166)

20 North Main Street #A
Brigham City, UT 84302
(435)734-6612

Records Officer: _____

23379 Minutes

AGENCY: Brigham City (Utah). Board of Adjustment

SERIES: 23379 4
TITLE: Minutes
DATES: 1957-
ARRANGEMENT: Chronological.
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Brigham City (Utah). Board of Adjustment

SERIES: 23379
TITLE: Minutes

(continued)

APPRAISAL:

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

Board of adjustment minutes document variances and exceptions to zoning ordinances authorized by the Brigham City board of adjustments.

PRIMARY DESIGNATION:

Public