

Retention and Classification Report

Agency: Utah Transparency Advisory Board (3725)

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Records Officer: _____

28935 Meeting minutes

AGENCY: Utah Transparency Advisory Board

SERIES: 28935

3

TITLE: Meeting minutes

DATES: 2008-

ARRANGEMENT: Chronologically.

DESCRIPTION:

The Utah Transparency Advisory Board oversees the establishment and administration of a website which makes information about public finance more readily available. Minutes document the development and maintenance of the information website and the agency's advice on matters related to its implementation and administration for the Division of Finance. Minutes also document the standards (such as specified content and reporting frequency) set by the board for all participating local and independent entities that provide public financial information on the website. In addition to approved minutes, records also may include the agenda, notices, any public materials distributed at the meeting, and other supporting documentation.

RETENTION:

Permanent. Retain for 2 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 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

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(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are to be maintained permanently (Utah Code 52-4-203(6)(2014)) and provide a historical representation of state efforts to provide financial transparency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2016.