

Retention and Classification Report

Agency: Department of Veterans and Military Affairs. Veterans Memorial Park Board (3745)

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Records Officer: _____

28973 Meeting minutes

AGENCY: Department of Veterans and Military Affairs. Veterans Memorial Park Board

SERIES: 28973

3

TITLE: Meeting minutes

DATES: 2000-

ARRANGEMENT: Chronologically.

DESCRIPTION:

These minutes provide a written record of meetings held by the Veteran's Memorial Park Board. The board serves as an advisory board to the Department on matter relating to the establishment and operation of the veterans cemetery and memorial park (Utah Code 71-7-4(1)(2016)). The committee must meet at least once every three months and consults with the Department on the development, operation, and maintenance of the veterans cemetery and memorial park. Minutes document the substance of all matters proposed, discussed or decided, and votes taken, and may include the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain for 5 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 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

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TITLE: Meeting minutes

(continued)

APPRAISAL:

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

These minutes provide a written record of meetings held and decisions made by the Veterans Memorial Park Board.

PRIMARY DESIGNATION:

Public