

Retention and Classification Report

Agency: Department of Veterans and Military Affairs. Veterans' Advisory Council (3746)

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Records Officer: _____

28974 Meeting minutes

AGENCY: Department of Veterans and Military Affairs. Veterans' Advisory Council

SERIES: 28974

3

TITLE: Meeting minutes

DATES: 2000-

ARRANGEMENT: Chronologically.

DESCRIPTION:

Minutes provide a written record of meetings held by the Veteran's Advisory Council to advise the agency's Executive Director on veteran's issues (Utah Code 71-8-4(1)(2016)). The council must meet at least once every three months to provide insight and input on veteran's issues throughout the state and any federal concerns that would affect local veterans. 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.

APPRAISAL:

These records have administrative, and/or historical value(s). These minutes provide a written record of meetings held and advice given by the Veterans Advisory Council.

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(continued)

PRIMARY DESIGNATION:

Public