

Retention and Classification Report

Agency: Division of Facilities Construction and Management. Executive Residence Commission (3758)

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Records Officer: _____

07078 Executive residence meeting minutes

AGENCY: Division of Facilities Construction and Management. Executive Residence Commission

SERIES: 7078

3

TITLE: Executive residence meeting minutes

DATES: 1990-

ARRANGEMENT: Chronologically.

DESCRIPTION:

The Executive Residence Commission was established to make recommendations to the State Building Board for the use, operation, maintenance, repair, rehabilitation, alteration, restoration, placement of art and monuments or adoptive use of the executive residence (Utah Code 67-1-8.1(2011)). Minutes provide a written record of meetings including the date, time, and location of the meetings; identify members present and not present; and present a summary of statements, discussions, motions, and the votes of individual members; and other administrative matters. Minutes are kept as required by the Open and Public Meetings Act, UCA 52-4-7 (1978).

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These minutes provide a written record of meetings held by the Executive Residence Commission.

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(continued)

PRIMARY DESIGNATION:

Public