

## Retention and Classification Report

**Agency:** Department of Commerce. Real Estate Commission (3782)

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**Records Officer:** \_\_\_\_\_

09350      Real Estate Commission meeting minutes

**AGENCY:** Department of Commerce. Real Estate Commission

**SERIES:** 9350

3

**TITLE:** Real Estate Commission meeting minutes

**DATES:** 1957-

**ARRANGEMENT:** None.

**DESCRIPTION:**

The Real Estate Commission creates rules to regulate the licensing, registration, examination processes, certification, and standards for real estate professionals (Utah Code 61-2f-103(1)(2016)). In addition to approved minutes, records also may include the agenda, notices, hearing case files, any public materials distributed at the meeting, and other supporting documentation.

**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.

**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 the processes and standards created to ethically regulate real estate activities within the state.

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**SERIES:** 9350

**TITLE:** Real Estate Commission meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.