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.

AGENCY: Department of Commerce. Real Estate Commission

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.