

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Utah Health Advisory Council (3884)

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

80759      Health Advisory Council meetings minutes

**AGENCY:** Department of Health and Human Services. Utah Health Advisory Council

**SERIES:** 80759

3

**TITLE:** Health Advisory Council meetings minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the agency's function to advise the department on any subject concerning health care in the state that it deems appropriate, or as requested by the executive director (Utah Code 26-1-7.5(6)(2011)). Records document all matters proposed, discussed or decided, and votes taken (Utah Code 52-4-203(2014)). Information includes agenda, notices, and 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: For records prior to and including 2007. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2008 and continuing to the present. 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 records are of historical interest as they document the proceedings and decisions of a public body.

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(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.