

## Retention and Classification Report

**Agency:** Department of Public Safety. Hazardous Chemical Emergency Response Commission (3948)

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

28611      State Emergency Response Commission meeting minutes

**AGENCY:** Department of Public Safety. Hazardous Chemical Emergency Response Commission

**SERIES:** 28611

3

**TITLE:** State Emergency Response Commission meeting minutes

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes 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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have evidential value, as they document the development of policies and procedures regarding hazardous waste materials.

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**SERIES:** 28611

**TITLE:** State Emergency Response Commission meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.