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.

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

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.