

## Retention and Classification Report

**Agency:** Department of Veterans and Military Affairs. Central Utah Veterans Home in Payson Advisory Board (3996)

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

28975      Advisory board meeting minutes

**AGENCY:** Department of Veterans and Military Affairs. Central Utah Veterans Home in Payson  
Advisory Board

**SERIES:** 28975

3

**TITLE:** Advisory board meeting minutes

**DATES:** 2000-

**ARRANGEMENT:** Chronologically.

**DESCRIPTION:**

Minutes provide a written record of meetings held by the Veterans' nursing home advisory board, which acts as a liaison between the residents, members of the public, and the administration of the home (Utah Code 71-11-7(1)(2016)). The board must meet at least once every three months to help promote the program and review its progress. Minutes document the substance of all matters proposed, discussed or decided, and votes taken, and may include 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 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.

Computer data files: 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.

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(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These minutes provide a written record of meetings held and decisions made by the nursing home advisory board for the Central Utah Veterans Home in Payson.

**PRIMARY DESIGNATION:**

Public