

Retention and Classification Report

Agency: Department of Veterans and Military Affairs. Veterans' Nursing Home Advisory Board, Salt Lake (3999)

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Records Officer: _____

28978 Advisory board meeting minutes

AGENCY: Department of Veterans and Military Affairs. Veterans' Nursing Home Advisory Board, Salt Lake

SERIES: 28978

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 5 years and then transfer to State Archives with authority to weed.

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 William E. Christoffersen Veterans Home in Salt Lake City.

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PRIMARY DESIGNATION:

Public