

Retention and Classification Report

Agency: Utah System of Technical Colleges (Utah). Board of Trustees (4017)

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Records Officer: _____

29627 Meeting minutes

AGENCY: Utah System of Technical Colleges (Utah). Board of Trustees

SERIES: 29627

3

TITLE: Meeting minutes

DATES: 2001-

ARRANGEMENT: Chronological.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special, and emergency council meetings. They are adopted and approved by the board during the succeeding public meeting. The minutes may include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with Utah Code 52-4-203(2) (2017).

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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 10 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 decisions and actions of the Board.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2018.