

## Retention and Classification Report

**Agency:** Governor. Office of Economic Opportunity. Business and Economic Development Subcommittee (4040)

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

14235      Board of Business and Economic Development minutes

**AGENCY:** Governor. Office of Economic Opportunity. Business and Economic Development Subcommittee

**SERIES:** 14235

3

**TITLE:** Board of Business and Economic Development minutes

**DATES:** 1992-

**ARRANGEMENT:** Chronological by meeting date.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This series contains the minutes, agenda, and any related documents or supporting materials associated with the meetings of the Board of Business and Economic Development. The information is maintained in order to document the history of the Board and its decisions or conclusions. Information contained within the series includes the names of persons present, dates of meetings, items considered, and decisions or conclusions reached. Items discussed include division programs and several funds administered by the Board.

**RETENTION:**

Permanent. Retain for 3 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 Archives with authority to weed.

Sound recordings: Retain in Office until administrative need ends and then erase provided a paper copy has been filed.

Computer data files: Retain in Office until administrative need ends and then delete provided a paper copy has been filed.

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(continued)

**APPRAISAL:**

These records have historical value(s).

These records have evidentiary value and serve as a history of board and committee actions taken in planning and committee meetings.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.