

Retention and Classification Report

Agency: Governor. Office of Economic Opportunity. Board of Tourism Development (4041)

Board of Tourism Development
300 N. State Street
Salt Lake City, UT 84114

Records Officer: _____

28573 Meeting minutes

AGENCY: Governor. Office of Economic Opportunity. Board of Tourism Development

SERIES: 28573

3

TITLE: Meeting minutes

DATES: 2005-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document meetings held by the agency to discuss policy regarding advertising, social media, and funding for the Office of Tourism. These records provide information about agency strategies and decision-making processes and may include contact information sheets, event calendars, marketing reports, updates from the Utah Tourism Industry Association, agendas, and accompanying materials.

RETENTION:

Permanent. Retain for 15 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 12 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

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(continued)

PRIMARY DESIGNATION:

Public