

Retention and Classification Report

Agency: Utah Municipal Clerks Association (Utah) (4436)

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Records Officer: _____

29862 Municipal scrapbooks

AGENCY: Utah Municipal Clerks Association (Utah)

SERIES: 29862

3

TITLE: Municipal scrapbooks

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These scrapbooks were created and compiled in order to document the histories of various municipalities as a way of commemorating the state's bicentennial. They consist of newspaper articles, photos, government records, memorabilia, and related types of records.

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 Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These scrapbooks contribute substantially to knowledge and understanding of the people and communities of our state.

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(continued)

PRIMARY DESIGNATION:

Public