

# Retention and Classification Report

**Agency:** Department of Natural Resources. Board of State Parks. (4596)

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

02846      Committee minutes

**AGENCY:** Department of Natural Resources. Board of State Parks.

**SERIES:** 2846

3

**TITLE:** Committee minutes

**DATES:** 1957-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public