

Retention and Classification Report

Agency: Glenwood (Utah) (424)

175 East 300 North
P.O. Box 300478
Glenwood, UT 84730-0478
435-896-0260

Records Officer: _____

09566 Council minutes

AGENCY: Glenwood (Utah)

SERIES: 9566

3

TITLE: Council minutes

DATES: 1954-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

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(continued)

PRIMARY DESIGNATION:

Public