

## Retention and Classification Report

**Agency:** Lewiston (Utah) (588)

PO Box 36  
29 South Main Street  
Lewiston, UT 84320  
435 258-2141

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

80217	Council minutes
82283	Detailed general ledgers

**AGENCY:** Lewiston (Utah)

**SERIES:** 80217

3

**TITLE:** Council minutes

**DATES:** 1904-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

They are the official record of the proceedings of regularly scheduled, special, and emergency city council meetings. They include the date, time, and place of meetings, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action filed.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then MICROFILM AND MAINTAIN ORIGINAL PERMANENTLY..

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

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

**APPRAISAL:**

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

**AGENCY:** Lewiston (Utah)

**SERIES:** 80217

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Lewiston (Utah)

**SERIES:** 82283

3

**TITLE:** Detailed general ledgers

**DATES:** 1978-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1985

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public