

## Retention and Classification Report

**Agency:** Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council (2555)  
Utah State Capitol Complex  
Senate Building, Suite 330  
Salt Lake City, UT 84114  
801-538-1921

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

23311	Annual reports
28900	Meeting minutes

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

**SERIES:** 23311

3

**TITLE:** Annual reports

**DATES:** 1991-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Substance Abuse and Anti-Violence Coordinating Council activities from the previous year with information pertaining to agency activities, agency staff, substance abuse, violence, crime, justice system, legislation, and fiscal and financial operations.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These reports document decisions, policies, procedures, activities, and function of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

**SERIES:** 28900

3

**TITLE:** Meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to coordinate statewide efforts to reduce the impact of substance use and mental health disorders (Utah Code 63M-7-303 (2016)). Meeting minutes document research and decisions of the council and its committees and working groups as they formulate policies, create partnerships, make recommendations, and track relevant legislation.

**RETENTION:**

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records demonstrate the development and evolution of the agency and are therefore historically valuable.

**AGENCY:** Governor. Commission on Criminal and Juvenile Justice. Utah Substance Use and Mental Health Advisory Council

**SERIES:** 28900

**TITLE:** Meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public