

Retention and Classification Report

Agency: Brigham City (Utah). City Recorder (2926)

PO Box 1005
20 N. Main St.
Brigham City, UT 84302
435-734-6621

Records Officer: _____

23269 Board of Appeals minutes

AGENCY: Brigham City (Utah). City Recorder

SERIES: 23269

3

TITLE: Board of Appeals minutes

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

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.

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

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)