

## Retention and Classification Report

**Agency:** Sandy (Utah). Mayor (3049)

10000 Centennial Parkway  
Sandy, UT 84070  
801 568-1799

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

29596      Mayor's executive cabinet minutes

**AGENCY:** Sandy (Utah). Mayor

**SERIES:** 29596

3

**TITLE:** Mayor's executive cabinet minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are meeting minutes of the city mayor's executive staff. Records document internal policy decisions and department weekly updates . They document the history of decision-making by the mayor's cabinet.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document a history of decision making by the city Mayor's executive staff.

**AGENCY:** Sandy (Utah). Mayor

**SERIES:** 29596

**TITLE:** Mayor's executive cabinet minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.