Retention and Classification Report

Agency: Department of Cultural and Community Engagement. State Library Board (576)

250 N 1950 West Suite A
Salt Lake City, UT 84116
801-715-6777

Records Officer: _____

81457 Laundry list representative

AGENCY: Department of Cultural and Community Engagement. State Library Board

SERIES: 81457 1
TITLE: Laundry list representative
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

Computer printout of books ordered showing author, title, vendor, list price, etc.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public