Retention and Classification Report

Agency: Lehi City (Utah). Library (2542)

120 North Center St.
Lehi, UT 84043

Records Officer: _____

13896 Annual report

AGENCY: Lehi City (Utah). Library

SERIES: 13896 4
TITLE: Annual report
DATES: 1919-1922; 1924-1930; 1932-
ARRANGEMENT: Chronological
DESCRIPTION:

Annual report by the library directors required by UCA 9-7-506 (1) (1992) "to the county governing body on the condition and operation of the library, including a financial statement," also used to inform the general public regarding the operations of the library. Includes income and expenditure budget figures, circulation and other figures, and may include a brief description of the previous year's activities.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Lehi City (Utah). Library

SERIES: 13896
TITLE: Annual report

(continued)

PRIMARY DESIGNATION:

Public