

# Retention and Classification Report

**Agency:** Weber County (Utah). Library (2617)

2464 Jefferson Avenue  
Ogden, UT 84401-2488  
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**Records Officer:** \_\_\_\_\_

14718     Annual budgets  
14713     Board minutes

**AGENCY:** Weber County (Utah). Library

**SERIES:** 14718

3

**TITLE:** Annual budgets

**DATES:** 1968-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1993).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). Library

**SERIES:** 14713

3

**TITLE:** Board minutes

**DATES:** 1901-1966; 1969-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision. The minutes also include financial reports, circulation statistics, and some correspondence discussed by the board. The Carnegie Free Library of Ogden, Utah operated from 1901-1966. The minutes between 1911 and 1918 are incomplete and are very sketchy. On September 1, 1966, "all assets, funds, and liabilities of the Carnegie Free Library were conveyed to the Weber County Library." Between March 25, 1965 and August 18, 1966, the Board of Directors of the Carnegie Free Library and the Weber County Library Board of Directors met simultaneously.

**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 after being microfilmed.

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**AGENCY:** Weber County (Utah). Library

**SERIES:** 14713

**TITLE:** Board minutes

(continued)

**PRIMARY DESIGNATION:**

Public