

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Public Library (1040)

210 East 400 South  
Salt Lake City, UT 84111  
363-5733

**Records Officer:** Tommy Hamby

20687	Accession records
19068	Accident/incident reports
20612	Accounts payable
20635	Administrative and fiscal operations grant files
20617	Annual budget
04933	*Annual reports
20613	Bank statements
20615	Board agenda
20616	Board of director's minutes
20618	Budget background records
19070	Cancelled checks
20620	Check copy file
20688	Circulation records
20689	Circulation statistical reports
20621	Complaints
20622	Contracts
19073	Copyright infringement forms
20619	Daily cash reports
20623	Department budget authorization lists
20624	Deposit slips
20625	Disposition records
20680	Emergency and other personal leave files
20626	Employment applications (not hired)
20627	Equal Employment Opportunity records
20628	Financial audit reports
20629	Financial statements
20630	Fixed asset files
20631	General housekeeping files
20632	General ledger
20633	General subject files
20634	Grant files original applications

20636 Grievance and disciplinary files  
20637 Human resources records  
20639 Information technology feasibility studies  
20640 Insurance policy files  
20641 Insurance reports  
20690 Interlibrary loan records  
20642 Job postings  
20681 Leave application files  
20682 Leave data files  
20643 Liability risk management case files  
20647 Library Services and Construction Act Title I, II, and III  
20646 Library scrapbook  
20692 Lost library materials and refund receipts  
20648 Mailing lists  
20649 Management team minutes  
19072 Meeting room applications and weekly event schedules  
19075 On-line catalog system  
20650 Operational policies and procedures files  
20691 Patron assistance publications  
20693 Patron request  
20651 Payroll distribution register  
20652 Payroll register  
20683 Performance plans  
20653 Personal injury files  
20684 Personnel evaluations  
20685 Personnel files  
20659 Position description files  
20660 Public library services development grant records  
20661 Public relations/news releases  
20662 Publications  
20663 Purchase orders  
20614 Solicited and unsolicited bids and proposal files  
20664 State Treasurer's accounting statements  
20665 Strategic plans  
19069 Suspended privileges patron file  
20666 System studies and report files  
20667 Technical reference files  
20686 Time and attendance  
20668 Training records  
20669 Vehicle fuel records  
20670 Vehicle maintenance records  
20674 Vendor list  
20676 Volunteer applications  
20675 Voucher lists  
20677 Wage survey  
20679 Workers compensation claim files

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20687

3

**TITLE:** Accession records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy provided books before 1960 are transferred to State Archives.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy provided books before 1960 are transferred to State Archives.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20687

**TITLE:** Accession records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19068

3

**TITLE:** Accident/incident reports

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain for 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19068

**TITLE:** Accident/incident reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20612

3

**TITLE:** Accounts payable

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to pay library bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts. The original invoices are filled with the Salt Lake City treasurer.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

Paper copy: Retain in Office for 1 year or until or until administrative need ends and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20612

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20635

3

**TITLE:** Administrative and fiscal operations grant files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

**RETENTION:**

Retain 5 years after completion of all applicable audits.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after completion of all applicable audits and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 10.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20635

**TITLE:** Administrative and fiscal operations grant files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20617

3

**TITLE:** Annual budget

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This is the final annual budget approved by the Library Board of Trustees. The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20617

**TITLE:** Annual budget

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 4933

3

**TITLE:** Annual reports

**DATES:** 1913-1994.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contain reports of Salt Lake City Library activities from the previous year.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

Publications which document agency history and functions have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20613

3

**TITLE:** Bank statements

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 7.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20613

**TITLE:** Bank statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20615

3

**TITLE:** Board agenda

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of notices of regular and special meetings of the Library Board. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**RETENTION:**

Retain 2 years or until administrative need ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until until administrative need ends and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 1.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20615

**TITLE:** Board agenda

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20616

3

**TITLE:** Board of director's minutes

**DATES:** 1897-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the City 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.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 3.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20616

**TITLE:** Board of director's minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20618

3

**TITLE:** Budget background records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to assist in the preparation of department budget requests presented to the city council.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 3.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20618

**TITLE:** Budget background records

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19070

3

**TITLE:** Cancelled checks

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

**RETENTION:**

Retain for 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 29.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20620

3

**TITLE:** Check copy file

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20688

3

**TITLE:** Circulation records

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

**RETENTION:**

Retain until items returned and late fees paid.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until items returned and late fees paid and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 4.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20688

**TITLE:** Circulation records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20689

3

**TITLE:** Circulation statistical reports

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statistical reports on the numbers and types of library materials checked out. They are used for future planning. They include the number of items checked out by type, number of library cards issued, and monthly totals.

**RETENTION:**

Retain until annual report compiled.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until annual report compiled and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 5.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20689

**TITLE:** Circulation statistical reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20621

3

**TITLE:** Complaints

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

**RETENTION:**

Retain 1 year after resolution.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after resolution and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 8.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20621

**TITLE:** Complaints

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(c) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20622

3

**TITLE:** Contracts

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION:**

Retain 6 years after the expiration.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 12.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20622

**TITLE:** Contracts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19073

3

**TITLE:** Copyright infringement forms

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These forms are completed by library patrons acknowledging their copyright responsibility while interlibrary loan materials are in their possession. They include name of patron and date.

**RETENTION:**

Retain 1 year provided applicable fees and fines are paid, and materials collected.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy provided applicable fees and fines are paid, and materials collected.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20619

3

**TITLE:** Daily cash reports

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20619

**TITLE:** Daily cash reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20623

3

**TITLE:** Department budget authorization lists

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 2.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20623

**TITLE:** Department budget authorization lists

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20624

3

**TITLE:** Deposit slips

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 11.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20624

**TITLE:** Deposit slips

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20625

3

**TITLE:** Disposition records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

**RETENTION:**

Retain 3 years after disposition of property.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after disposition of property and then microfilm.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 2.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20625

**TITLE:** Disposition records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20680

3

**TITLE:** Emergency and other personal leave files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 5.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20680

**TITLE:** Emergency and other personal leave files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(b) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20626

3

**TITLE:** Employment applications (not hired)

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain 2 years after application deadline.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after application deadline and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20626

**TITLE:** Employment applications (not hired)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20627

3

**TITLE:** Equal Employment Opportunity records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

**RETENTION:**

Retain 4 years after resolution of case.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after resolution of case and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 8.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20627

**TITLE:** Equal Employment Opportunity records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20628

3

**TITLE:** Financial audit reports

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the library's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20628

**TITLE:** Financial audit reports

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

**PRIMARY CLASSIFICATION:**

Public           UCA 51-2-3(3) (2008)



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20629

3

**TITLE:** Financial statements

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 9.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20629

**TITLE:** Financial statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20630

3

**TITLE:** Fixed asset files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

**RETENTION:**

Retain updated or superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20630

**TITLE:** Fixed asset files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20631

3

**TITLE:** General housekeeping files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain updated or superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after updated or superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20631

**TITLE:** General housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20632

3

**TITLE:** General ledger

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20632

**TITLE:** General ledger

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20633

3

**TITLE:** General subject files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and reference materials.

**RETENTION:**

Retain 2 years or until no longer needed for reference.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20633

**TITLE:** General subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20634

3

**TITLE:** Grant files original applications

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20634

**TITLE:** Grant files original applications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20636

3

**TITLE:** Grievance and disciplinary files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

**RETENTION:**

Retain 3 years after case is closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 9.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20636

**TITLE:** Grievance and disciplinary files

(continued)

**PRIMARY CLASSIFICATION:**

Private                      unsubstantiated

**SECONDARY CLASSIFICATION(S):**

Public.                      substantiated (UCA 63G-2-301(2)(o) (2008))

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20637

3

**TITLE:** Human resources records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20637

**TITLE:** Human resources records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20639

3

**TITLE:** Information technology feasibility studies

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain 5 years after completion of study.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after completion of study and then microfilm.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 11.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20639

**TITLE:** Information technology feasibility studies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20640

3

**TITLE:** Insurance policy files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain 15 years after expiration of policy and settlement of all claims.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years after expiration of policy and settlement of all claims and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20640

**TITLE:** Insurance policy files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20641

3

**TITLE:** Insurance reports

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports are used for the reference and generation of claim files.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 12 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 3.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(24) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20690

3

**TITLE:** Interlibrary loan records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), a signed statement indicating patron willing to assume costs for borrowing material, status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

**RETENTION:**

Retain until request completed, fees paid, materials completed, and statistics completed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until request completed, fees paid, materials returned and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20690

**TITLE:** Interlibrary loan records

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 7.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20642

3

**TITLE:** Job postings

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain a listing of all current municipal job openings with job descriptions.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 10.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20642

**TITLE:** Job postings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20681

3

**TITLE:** Leave application files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 9.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20681

**TITLE:** Leave application files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20682

3

**TITLE:** Leave data files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain compilations of leave earned and taken.  
Includes the annual leave compilation card.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on  
11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 10.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20682

**TITLE:** Leave data files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20643

3

**TITLE:** Liability risk management case files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 years after case closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years after case closed and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 4.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20643

**TITLE:** Liability risk management case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(24) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20647

3

**TITLE:** Library Services and Construction Act Title I, II, and III

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Technology Act (1995) grants, which are regranted by the Utah State Library Division to public libraries (20 USC 72 (2010)). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

**RETENTION:**

Retain 7 years after expiration of contract

**DISPOSITION:**

Destroy provided all claims and litigation have been resolved and all federal and state audits completed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after expiration of contract and then destroy provided all claims and litigation have been resolved and audits completed.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20647

**TITLE:** Library Services and Construction Act Title I, II, and III

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 10.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20646

3

**TITLE:** Library scrapbook

**DATES:** ca. 1898-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are a chronological record of the activities of the library. They include photographs, newspaper clippings, flyers, brochures, and other items pertaining to library activities and actions and reactions of the municipality's citizens.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20646

**TITLE:** Library scrapbook

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20692

3

**TITLE:** Lost library materials and refund receipts

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 11.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20692

**TITLE:** Lost library materials and refund receipts

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(c) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20648

3

**TITLE:** Mailing lists

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 12.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20648

**TITLE:** Mailing lists

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(d) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20649

3

**TITLE:** Management team minutes

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20649

**TITLE:** Management team minutes

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19072

3

**TITLE:** Meeting room applications and weekly event schedules

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are forms completed by groups or individuals applying to use the Library's meeting rooms and to schedule library programs. They include the name of the group or individuals, the date and time as well as the general purpose for the use of the facility.

**RETENTION:**

Retain 1 year after end of current fiscal year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after end of current fiscal year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19072

**TITLE:** Meeting room applications and weekly event schedules

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19075

3

**TITLE:** On-line catalog system

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

**RETENTION:**

Retain until replace

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until replaced and then delete.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19075

**TITLE:** On-line catalog system

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 6.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20650

3

**TITLE:** Operational policies and procedures files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records related to policy and procedure issuance which document their formulation. Includes issuances related to routine administrative functions (e.g., payroll, procurement, and personnel).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after being superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 37.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20691

3

**TITLE:** Patron assistance publications

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 12.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20691

**TITLE:** Patron assistance publications

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20693

3

**TITLE:** Patron request

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

**RETENTION:**

Retain 1 year or until request is filled or cancelled.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until request is filled or cancelled and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20693

**TITLE:** Patron request

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 13.

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302(1)(c) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20651

3

**TITLE:** Payroll distribution register

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20651

**TITLE:** Payroll distribution register

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20652

3

**TITLE:** Payroll register

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20652

**TITLE:** Payroll register

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20683

3

**TITLE:** Performance plans

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain 3 years after date of appraisal.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20683

**TITLE:** Performance plans

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20653

3

**TITLE:** Personal injury files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20653

**TITLE:** Personal injury files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20684

3

**TITLE:** Personnel evaluations

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain 3 years after date of appraisal.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20684

**TITLE:** Personnel evaluations

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20685

3

**TITLE:** Personnel files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20685

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20659

3

**TITLE:** Position description files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files describe established positions including information on title, grade, duties, and agency responsibilities.

**RETENTION:**

Retain 5 years after position is abolished or description is superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after position is abolished or description is superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 13.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20659

**TITLE:** Position description files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20660

3

**TITLE:** Public library services development grant records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

**RETENTION:**

Retain 7 years after expiration of contract.

**DISPOSITION:**

Destroy provided all claims and litigation resolved and all federal and state audits completed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after expiration of contract and then destroy provided all claims and litigation resolved and audits completed.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20660

**TITLE:** Public library services development grant records

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 15.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20661

3

**TITLE:** Public relations/news releases

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 20.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20661

**TITLE:** Public relations/news releases

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20662

3

**TITLE:** Publications

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20662

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20663

3

**TITLE:** Purchase orders

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 1.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20663

**TITLE:** Purchase orders

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20614

3

**TITLE:** Solicited and unsolicited bids and proposal files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20614

**TITLE:** Solicited and unsolicited bids and proposal files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20664

3

**TITLE:** State Treasurer's accounting statements

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7 (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 19.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20664

**TITLE:** State Treasurer's accounting statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20665

3

**TITLE:** Strategic plans

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 25, Item 19.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20665

**TITLE:** Strategic plans

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19069

3

**TITLE:** Suspended privileges patron file

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document reasons for and actions taken in suspending individual library patrons from using library facilities, services, or equipment for specific violations of library policies and/or state and local laws. The files include accident/incident reports, copies of suspending notification letters, and any other related correspondence.

**RETENTION:**

Retain 3 years after suspension is lifted.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after suspension is lifted and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 19069

**TITLE:** Suspended privileges patron file

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20666

3

**TITLE:** System studies and report files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20666

**TITLE:** System studies and report files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20667

3

**TITLE:** Technical reference files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until until administrative need ends.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20667

**TITLE:** Technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20686

3

**TITLE:** Time and attendance

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20686

**TITLE:** Time and attendance

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20668

3

**TITLE:** Training records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 18.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20668

**TITLE:** Training records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20669

3

**TITLE:** Vehicle fuel records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 5.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20669

**TITLE:** Vehicle fuel records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20670

3

**TITLE:** Vehicle maintenance records

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain 1 year after disposition of vehicle.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 9.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20670

**TITLE:** Vehicle maintenance records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20674

3

**TITLE:** Vendor list

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until updated or superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 3.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20674

**TITLE:** Vendor list

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20676

3

**TITLE:** Volunteer applications

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 32.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20675

3

**TITLE:** Voucher lists

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 4.



**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20675

**TITLE:** Voucher lists

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20677

3

**TITLE:** Wage survey

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

**RETENTION:**

Retain until completion of second succeeding wage survey.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 15.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20677

**TITLE:** Wage survey

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20679

3

**TITLE:** Workers compensation claim files

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

**RETENTION:**

Retain 10 years after final settlement.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after final settlement and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 16.

**AGENCY:** Salt Lake City (Utah). Public Library

**SERIES:** 20679

**TITLE:** Workers compensation claim files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)