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 Joel Bosch

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 1.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 7.

AUTHORIZED: 11/10/2003

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 10.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20615 3
TITLE: Board agenda
DATES: 1992-2015.
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 3.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 3.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Public

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 29.

AUTHORIZED: 08/15/1997

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 8.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 4.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 5.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 8.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 12.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/10/1999

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20619
TITLE: Daily cash reports

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 2.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20623
TITLE: Department budget authorization lists

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 2.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 5.

AUTHORIZED: 09/18/1998

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:

PRIMARY CLASSIFICATION:

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

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20680
TITLE: Emergency and other personal leave files

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 20.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 8.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 9.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 1.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 7.

AUTHORIZED: 11/10/2003

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 9.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 1.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

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

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20637
TITLE: Human resources records

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 3.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 7.

AUTHORIZED: 09/21/1998

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.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20690
TITLE: Interlibrary loan records

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 10.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 9.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 10.

AUTHORIZED: 09/21/1998

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:

PRIMARY CLASSIFICATION:

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

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20682
TITLE: Leave data files

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

AUTHORIZED: 09/10/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20643
TITLE: Liability risk management case files

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 10.

AUTHORIZED: 09/14/1998

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

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20647
TITLE: Library Services and Construction Act Title I, II, and III

(continued)

resolved and audits completed.

APPRAISAL:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 11.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

AUTHORIZED: 09/14/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20648
TITLE: Mailing lists

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/10/1999

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 6.

AUTHORIZED: 08/15/1997

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.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 19075
TITLE: On-line catalog system

(continued)

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).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 37.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 12.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 13.

AUTHORIZED: 09/21/1998

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.

APPRAISAL:

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20693
TITLE: Patron request

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 3.

AUTHORIZED: 09/14/1998

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:

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20651
TITLE: Payroll distribution register

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 12.

AUTHORIZED: 09/14/1998

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:

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20652
TITLE: Payroll register

(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: 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 11.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

AUTHORIZED: 09/21/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 09/21/1998

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:

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

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 positon is abolished or description is superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 13.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 15.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 20.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 2.

AUTHORIZED: 09/10/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 19.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 19.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/14/1999

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 14.

AUTHORIZED: 09/21/1998

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20686
TITLE: Time and attendance

(continued)

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 18.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 5.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 9.

AUTHORIZED: 09/14/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 3.

AUTHORIZED: 09/18/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 32.

AUTHORIZED: 09/18/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 4.

AUTHORIZED: 09/18/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 15.

AUTHORIZED: 09/18/1998

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 03/13/2015

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:

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City (Utah). Public Library

SERIES: 20679
TITLE: Workers compensation claim files

(continued)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b) (2008)