Retention and Classification Report

Agency: Logan (Utah). Public Library (1469)

255 North Main
Logan, UT 84321

Records Officer

83615 Board minutes

AGENCY: Logan (Utah). Public Library

SERIES: 83615 3
TITLE: Board minutes
DATES: 1916-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the minutes of the regular and special meetings of the Library Board of the Logan City Library. The are used to document the actions of the board. They contain: dates and times meetings convened and adjourned; names of board members present and absent; a summary of the proceedings of meeting including motions, votes and decisions. In l916, the library was organized as the Logan City Library, but the name of the library and its board has changed in its seventy-two year history. It has been called the Cache County Library and the Cache County-Logan City Library, but it is now the Logan City Library.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

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 permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

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(continued)

APPRAISAL:

Administrative Historical Legal
This retention is based on historical value of these records to document the public library movement in Cache County.

PRIMARY CLASSIFICATION:
Public