

Retention and Classification Report

Agency: Lehi City (Utah). Library (2542)
120 North Center St.
Lehi, UT 84043

Records Officer

13897 *Accession book
13896 Annual report

AGENCY: Lehi City (Utah). Library

SERIES: 13897

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TITLE: Accession book

DATES: ca. 1910-1926.

ARRANGEMENT: Chronological

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 microfilmed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives until administrative need end and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

AGENCY: Lehi City (Utah). Library

SERIES: 13897

TITLE: Accession book

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi City (Utah). Library

SERIES: 13896

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TITLE: Annual report

DATES: 1919-1922; 1924-1930; 1932-

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 24, Item 2.

AGENCY: Lehi City (Utah). Library

SERIES: 13896

TITLE: Annual report

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PRIMARY CLASSIFICATION:

Public