

Retention and Classification Report

Agency: Murray (Utah). City Library (2595)
166 East 5300 South
Murray, UT 84107
264-2574

Records Officer

14426 Board minutes
14428 *Policies and procedures
14427 Scrapbooks

AGENCY: Murray (Utah). City Library

SERIES: 14426

3

TITLE: Board minutes

DATES: 1939-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Murray (Utah). City Library

SERIES: 14426

TITLE: Board minutes

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 24, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Murray (Utah). City Library

SERIES: 14428

3

TITLE: Policies and procedures

DATES: 1994.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Murray (Utah). City Library

SERIES: 14428

TITLE: Policies and procedures

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

AGENCY: Murray (Utah). City Library

SERIES: 14427

3

TITLE: Scrapbooks

DATES: 1939-

ARRANGEMENT: Chronological

DESCRIPTION:

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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AGENCY: Murray (Utah). City Library

SERIES: 14427

TITLE: Scrapbooks

(continued)

APPRAISAL:

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