

Retention and Classification Report

Agency: Morgan County (Utah). Library (2603)
P.O. Box 600
Morgan, UT 84050
829-3481

Records Officer

14656 Board minutes and bylaws

AGENCY: Morgan County (Utah). Library

SERIES: 14656

3

TITLE: Board minutes and bylaws

DATES: 1967-

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.

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.

APPRAISAL:

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

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(continued)

PRIMARY CLASSIFICATION:

Public