Retention and Classification Report

Agency: Weber County (Utah). Library (2617)

2464 Jefferson Avenue
Ogden, UT 84401-2488
627-6924

Records Officer

14718	Annual budgets
14714	*Annual reports
14715	*Audit reports
14713	Board minutes
14717	*Development Board minutes
14720	*Library histories
14716	*Mound Fort Branch Library records
14721	*Southwest Branch Library scrapbook

AGENCY: Weber County (Utah). Library

SERIES: 14718 3
TITLE: Annual budgets
DATES: 1968-
ARRANGEMENT: Chronological.
DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1993).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/16/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). Library

SERIES: 14714 3
TITLE: Annual reports
DATES: 1895-1899; 1904-1964.
ARRANGEMENT: Chronological
DESCRIPTION:

This is an 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." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities. The first reports (1895-1899) were the reports of the President of the Library Association. This association worked to establish an Ogden City Library. These reports also include the annual statistical report (1921-1964) submitted initially to the American Library Association and then the Utah State Library and the book account annual report (1904-1913) on numbers of book purchased and circulated.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 24, Item 2.

AUTHORIZED: 03/16/1995

FORMAT MANAGEMENT:

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APPRAISAL:

AGENCY: Weber County (Utah). Library

SERIES: 14714
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). Library

SERIES: 14715 3
TITLE: Audit reports
DATES: 1930-1964.
ARRANGEMENT: Chronological.
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 (1993)). 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) (1993)).

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/10/2010

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

Administrative Fiscal Historical
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Weber County (Utah). Library

SERIES: 14715
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:
Public UCA 51-2-3 (3) (2008)

AGENCY: Weber County (Utah). Library

SERIES: 14713 3
TITLE: Board minutes
DATES: 1901-1966; 1969-
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. The minutes also include financial reports, circulation statistics, and some correspondence discussed by the board. The Carnegie Free Library of Ogden, Utah operated from 1901-1966. The minutes between 1911 and l918 are incomplete and are very sketchy. On September 1, 1966, "all assets, funds, and liabilities of the Carnegie Free Library were conveyed to the Weber County Library." Between March 25, 1965 and August 18, 1966, the Board of Directors of the Carnegie Free Library and the Weber County Library Board of Directors met simultaneously.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 24, Item 3.

AUTHORIZED: 03/16/1995

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APPRAISAL:

AGENCY: Weber County (Utah). Library

SERIES: 14713
TITLE: Board minutes

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). Library

SERIES: 14717 3
TITLE: Development Board minutes
DATES: 1975-1994.
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of the Library Development Fund Committee . The committee was incorporated to "promote, sponsor, develop, expand and support the Weber County Library and its educational, scientific and charitable purpose, objectives and program." These records include the actual minutes and the committee's articles of corporation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CUN 1, Item 15.

AUTHORIZED: 03/16/1995

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APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). Library

SERIES: 14720 3
TITLE: Library histories
DATES: 1903-1988.
ARRANGEMENT: Chronological
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These records document the history of the Ogden Public Library and its successor the Weber County Library. They include a history of the Ogden Public Library (1890-1901); specifications for the construction of the Carnegie Free Library; proposed 1949 addition to the Carnegie Free Library; a library needs assessment titled , "Your Library and Its Needs" (1958); the articles of incorporation and constitution and bylaws for the Friends of the Library organization and its membership lists (1967-1988); and a brochure "Weber County Library, 1968-1978." statistical summaries and histories).

RETENTION:

Retain until microfilmed

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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APPRAISAL:

Administrative Historical
This disposition is based on the historical value of these records to document the public library movement in Utah.

AGENCY: Weber County (Utah). Library

SERIES: 14720
TITLE: Library histories

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). Library

SERIES: 14716 3
TITLE: Mound Fort Branch Library records
DATES: 1916-1932.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These records document the Mount Fort Branch Library in Ogden. In 1916, the Parent Teachers Association (PTA) of the Mound Fort School unsuccessfully attempted to establish a branch library in north Ogden. A library committee was organized in 1918/19 and books were assembled at the North Junior High School in 1919 and opened to the public during the evenings and summer months. The Ogden city commission provided limited funding and the library was as largely staffed by volunteers. Although as early as 1922 attempts were made turn to the library over to the Carnegie Free Library it was not accomplished until 1932. These records include a library history, board minutes, and financial records.

RETENTION:

Retain until microfilmed

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

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AGENCY: Weber County (Utah). Library

SERIES: 14716
TITLE: Mound Fort Branch Library records

(continued)

APPRAISAL:

Historical
This disposition is based on the historical value of these records to document the public library movement in Utah.

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). Library

SERIES: 14721 3
TITLE: Southwest Branch Library scrapbook
DATES: 1974-1987.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These are a chronological record of the activities in the planning and construction of the Southwest Branch in Roy. It includes photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to library activities.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/16/1995

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APPRAISAL:

PRIMARY DESIGNATION:

Public