

Retention and Classification Report

Agency: Weber County (Utah). Library (2617)
2464 Jefferson Avenue
Ogden, UT 84401-2488
627-6924

Records Officer

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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)).

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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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APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Weber County (Utah). Library

SERIES: 14714

TITLE: Annual reports

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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)).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Weber County (Utah). Library

SERIES: 14715

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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.

PRIMARY CLASSIFICATION:

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 1918 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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Weber County (Utah). Library

SERIES: 14713

TITLE: Board minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

AGENCY: Weber County (Utah). Library

SERIES: 14717

TITLE: Development Board minutes

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Weber County (Utah). Library

SERIES: 14720

TITLE: Library histories

(continued)

APPRAISAL:

Administrative Historical

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

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

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 CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 5.

PRIMARY CLASSIFICATION:

Public