

Retention and Classification Report

Agency: Orem (Utah). Library (3031)

56 N. State Street
Orem, UT 84057

Records Officer: Tara Calancea

27057 *Library Inter-net use records
27058 *Library registration records

AGENCY: Orem (Utah). Library

SERIES: 27057

1

TITLE: Library Inter-net use records

DATES: 2002-2005.

ARRANGEMENT: Chronological by date

DESCRIPTION:

This series tracks Inter-net usage in the Orem City Public Library. It also serves as a user agreement as to the terms of use. It includes a daily scheduling sheet for library computer stations and a history of the sites visited at each station. The scheduling sheet is used to reserve stations for patrons, to record the time the patron's session will end if others are waiting, and for statistical information. Information in the records includes each patron's first name and library registration number, the time his or her session will end, and the station number the patron used. A history of sites visited is recorded by the library's filtering software and is reviewed by staff to ensure patron compliance with the Library Use Agreement. The software documents IP address of the station, URL's visited by date and time, and blocked sites attempted.

RETENTION:

Retain 1 year after administrative need ends.

DISPOSITION:

Destroy.

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.

Paper: For records beginning in 2002 through 2005. Retain in Office for 1 year after administrative need ends and then destroy.

Computer data files: For records beginning in 2006 and continuing to the present. Retain in Office for 1 year and then delete.

AGENCY: Orem (Utah). Library

SERIES: 27057

TITLE: Library Inter-net use records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G 2-302(1)(c)

AGENCY: Orem (Utah). Library

SERIES: 27058

1

TITLE: Library registration records

DATES: 1970.

ARRANGEMENT: Numerical by application number

DESCRIPTION:

This series contains library registration records. Patrons complete a registration form when they apply for a library card. The registration information is used to checkout library materials, to monitor overdue books, fines, and for ongoing verification of address and telephone numbers. Registrations are retained for verification purposes, for proof of signature, and sometimes for legal collection proceedings. Registration information includes name, address, birth date, gender, social security number, telephone number, and signature.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

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.

Paper: For records beginning in 1970 through 2008. Retain in Office for 5 years after becoming inactive and then destroy.

Digital image: For records beginning in 2009 and continuing to the present. Retain in Office for 5 years after becoming inactive and then delete.

AGENCY: Orem (Utah). Library

SERIES: 27058

TITLE: Library registration records

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(c)