

Retention and Classification Report

Agency: Washington County (Utah). Library (3190)
50 South Main
St. George, UT 84770-3490
435-634-5737

Records Officer

24588 Board minutes
24587 *Library history file

AGENCY: Washington County (Utah). Library

SERIES: 24588

3

TITLE: Board minutes

DATES: 1911-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are the official minutes of regular and special meetings of the County Library Board. 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 first volume (1911-1950) also includes the library's annual reports (1913-1958). From 1950 to 1981, the minutes are scattered until 1981 and are missing from 1977 to 1980,

RETENTION:

Retain permanently.

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 Office permanently.

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

AGENCY: Washington County (Utah). Library

SERIES: 24588

TITLE: Board minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). Library

SERIES: 24587

3

TITLE: Library history file

DATES: 1872-1991.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This file documents the history of library service in Washington County. It contains information concerning the construction of the current library building and the controversial decision on the razing of the old library building. It includes written library histories, photographs, newspaper clippings, bond election flyers, programs, and construction of the current billing.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

FORMAT MANAGEMENT:

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AGENCY: Washington County (Utah). Library

SERIES: 24587

TITLE: Library history file

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public