

Accession records (GRS-1199)

Utah General Retention Schedule

Description

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

Retention and Disposition

Retain until superseded, and then destroy records.

Appraisal

These records have administrative value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Municipality
Library

Effective

06/1997

Previous Schedule Number

MUN-25-1