

# Library patron requests (GRS-516)

## Utah General Retention Schedule

### Description

These are requests by library patrons for materials currently checked out or to add new materials to the library collection. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

### Retention and Disposition

Retain for 1 year, and then destroy records.

### Appraisal

These records have administrative value(s).

### Categories

Library

### Effective

04/2018

### Previous Schedule Number

CO-24-13