

Library circulation records (GRS-507)

Utah General Retention Schedule

Description

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

Retention and Disposition

Retain until resolution of issue, 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

Library

Effective

12/1993

Previous Schedule Number

CO-24-4