

Retention and Classification Report

Agency: State Library Division (575)

250 North 1950 West, Suite A
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Records Officer: _____

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AGENCY: State Library Division

SERIES: 83476

3

TITLE: Acquisition listings database

DATES: i 1988-

ARRANGEMENT: Numerical

DESCRIPTION:

This series is a data base of numerical listings assigned to state library acquisitions/titles ordered for member libraries. Data includes title, author, publisher, when and for whom last ordered, and most recent price. This listing is purged every six months of listings not updated or reordered within the last 3-5 years.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 6 months or until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 26642

3

TITLE: Agency history

DATES: 1957-

ARRANGEMENT: Varies.

DESCRIPTION:

This series contains records which document the history of the Utah State Library. It includes scrapbooks, photographs, program notes, events information, written histories, news articles, and other information. It also contains a set of slides depicting library buildings, personnel, construction projects, bookmobiles, and events. There are miscellaneous slides for national and state parks, roads, churches, and local buildings. The set was created beginning in 1970 and continuing to 1989. An accompanying slide log identifies individual slides for the years 1970 to 1984.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives.

Digital Versatile Disk - Read Only: Retain in Office until administrative need ends and then transfer to State Archives.

Slides: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: State Library Division

SERIES: 26642

TITLE: Agency history

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

These records have historical value as they document the administrative services provided by the Utah State Library.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 2861

3

TITLE: Annual reports

DATES: 1940-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of the State Library activities from the previous year with information pertaining to agency activities, agency staff, public and state libraries, holdings, visits, hours of operation, circulation, interlibrary loans, and fiscal and financial operations. From 1940-1957, the reports were created by the Department of Public Instruction (Office of Education).

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1940 through 2008. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Digital image: For records beginning in 2009 and continuing to the present. Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

AGENCY: State Library Division

SERIES: 2861

TITLE: Annual reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 1947

3

TITLE: Blind and physically handicapped program administrative files

DATES: 1961-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files document the administrative actions of the director of the Blind and Physically Handicapped Program. These files are treated by the program director as working files. They include transactional and housekeeping correspondence, copies of contracts, agreements, program files, staff conference materials, and reading files. Narrative and statistical reports summarizing the function, service and accomplishments of the Program are included in the State Library's annual reports and the detailed minutes of the Library Board.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based upon administrative need as expressed by the agency.

AGENCY: State Library Division

SERIES: 21787

3

TITLE: Bookmobile service development contracts

DATES: 1990-

ARRANGEMENT: Alphabetical by county

DESCRIPTION:

These contracts document agreements between local libraries and the State Library to continue the Bookmobile service in each county.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 21786

3

TITLE: Bookmobile statistical reports

DATES: 1940-

ARRANGEMENT: Chronological.

DESCRIPTION:

These schedules document bookmobile routes and frequency of service to rural communities throughout Utah. The schedules are used by the Development Services Program to monitor service, evaluate patron outreach, and plan for vehicle servicing. The schedules include route numbers, drivers/librarians names, date, mileage, comments, and maps of bookmobile routes with stop points. The logs also track books and other media checked out to the public as part of the rural outreach program in Utah, noting number of books circulated per month at each stop.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based upon the evidential value of these schedules in providing the only available documentation of library bookmobile services to Utah's rural communities. These schedules may prove valuable to libraries in developing future outreach programs.

AGENCY: State Library Division

SERIES: 21786

TITLE: Bookmobile statistical reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 30249

3

TITLE: Building plans

DATES: 1992

ARRANGEMENT: None.

DESCRIPTION:

These records are the building plans for the state office building located at 250 North 1950 West, Salt Lake City, UT 84116 and occupied by the State Library Division, State Mail, and the Library for the Deaf and Blind. These records include the as-built plans and specifications, blueprints, drafts, bids, architecture company and construction company contacts, and other related information.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records are considered historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: State Library Division

SERIES: 30249

TITLE: Building plans

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-106 (2008)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2022.

AGENCY: State Library Division

SERIES: 29890

3

TITLE: Construction grant files

DATES: 1957-

ARRANGEMENT: Alphabetical by library name

DESCRIPTION:

These grant files contain information regarding the decision to award grant files to local public libraries for the construction and/or remodeling of their building. These files may contain monies awarded or declined, budget information, blueprints, photographs, minutes, and board correspondence.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have historical value because they detail the construction and/or remodeling of local public libraries. These records also show how public libraries contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: State Library Division

SERIES: 29890

TITLE: Construction grant files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: State Library Division

SERIES: 21785

3

TITLE: Development service and field service minutes

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of the Development Services management team and Field Services Council meetings. They are used to track policy-making activities, assignments, and decisions.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 23067

3

TITLE: Directions for Utah Libraries newsletters

DATES: 1988-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains newsletters created by the State Library to provide current information about libraries throughout the state. The newsletters contain information pertaining to agency activities, state and public libraries, current events, community relations, issues, resources and people in the news.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency programs, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 4425

3

TITLE: Director's correspondence

DATES: 1960-

ARRANGEMENT: Chronological.

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are business-related correspondence that provides unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions and may originate on paper, electronic mail, or other media.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 29888

3

TITLE: Governor's Conference records

DATES: 1978-1992

ARRANGEMENT: Alphabetical by committee name.

DESCRIPTION:

These records document the creation of a state conference dedicated to library and information services. The State of Utah held their Governor's Conference in conjunction with the National Conference of Library and Information Services sponsored by the American Library Association and hosted by the White House in the 1970s. Records include committee meeting minutes, event plans, budgets, national coordination documents, and summaries of events.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are considered permanent because they provide evidence of our government's conduct of political and/or interstate relations. These records show the state's participation in a nationwide event.

AGENCY: State Library Division

SERIES: 29888

TITLE: Governor's Conference records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: State Library Division

SERIES: 21783

3

TITLE: Intermountain Community Learning and Information Services records

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the implementation and management of a Kellogg grant to Utah for the establishment of two information technology centers in Price City Library and Uintah County Library. Among the general grant records is the final report, which is a video.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 1959

3

TITLE: Legislation file

DATES: 1956-

ARRANGEMENT: None

DESCRIPTION:

This file documents the federal and state legislative efforts that immediately preceded the establishment of the Utah State Library and influenced the creation and implementation of the Development Services Program which includes rural outreach services such as the bookmobile. The file includes several copies of the Washington Newsletter published by the American Library Association, other state library laws and organizational reports providing a comparison of other state library programs which may have been consulted in planning the Utah State Library, and original correspondence between public officials including a few of Utah's governors regarding the establishment of a State Library and, later, rural outreach programs.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

AGENCY: State Library Division

SERIES: 1959

TITLE: Legislation file

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value these records hold for researchers interested in the State Library's beginnings.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 29889

3

TITLE: Library Development Program annual reports

DATES: 1984-2002

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by library branch name.

DESCRIPTION:

These annual reports contain information about each public library and bookmobile program in the state of Utah that is required to report to the State Library for funding and/or mandated purposes. Information contained in these reports can include budgets, collection size, personnel files, patron use, and audit findings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value because they provide proof of the State Library's fulfilled mandates and show how local libraries contribute substantially to the knowledge and understanding of the people and communities of our state.

AGENCY: State Library Division

SERIES: 29889

TITLE: Library Development Program annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: State Library Division

SERIES: 6493

3

TITLE: Library directories

DATES: 1986-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains directories of public and academic libraries created by the State Library. The directories contain information pertaining to library name, mailing address, staff, telephone numbers, email addresses, and hours of operation.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

This series contains directories of public and academic libraries created by the State Library. The directories contain information pertaining to library name, mailing address, staff, telephone numbers, email addresses, and hours of operation.

AGENCY: State Library Division

SERIES: 6493

TITLE: Library directories

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 21784

3

TITLE: Maintenance of local financial effort correspondence

DATES: 1990-

ARRANGEMENT: Chronological , thereunder alphabetical by library

DESCRIPTION:

These records document maintenance of effort problems as related to Public Library Services Development grants, their problems and resolutions. Information includes correspondence to and from libraries and reports to the State Library board.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 2864

3

TITLE: Publications

DATES: 1970-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, state and public libraries, books, periodicals, conferences, policies, procedures, guidelines, reading, and all other activities of the State Library. This series consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have administrative, and/or historical value(s). These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: State Library Division

SERIES: 2864

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 26810

3

TITLE: State Library Board minutes

DATES: 1957-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This series documents the proceedings of the Utah State Library Board meetings. The State Library Board consists of nine members and meets quarterly to discuss ways to improve the quality of Utah's library services. Series information includes agenda, meeting minutes, final reports, and other supporting documents.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records have historical value as they document the administrative services provided by the Utah State Library.

AGENCY: State Library Division

SERIES: 26810

TITLE: State Library Board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 2863

3

TITLE: State publications

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports by the State Library which lists publications created by various state agencies. The reports contain information pertaining to agency, title and subject. The reports are not comprehensive in coverage of all agency publications; they contain only those items supplied by the cooperating agencies and those purchased from other agencies by the State Library. These reports were published as "Utah Under Cover : Checklist of Utah State Agency Publications." In 1996, the reports became an online publication only, later renamed as "State Publications."

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 1996. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1996 and continuing to the present. Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based upon the evidential value these records have in documenting the growth of the State Library as a repository for state government publications.

AGENCY: State Library Division

SERIES: 2863

TITLE: State publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: State Library Division

SERIES: 21781

3

TITLE: Utah Public Library Institute for Training records

DATES: 1986-

ARRANGEMENT: Alphabetical by program name

DESCRIPTION:

These records document the Utah Public Library Institute for Training (UPLIFT) program, which offers continuing education for Utah librarians. Information includes correspondence, meeting agendas, programs, and federal evaluation and summary reports.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public