

## Retention and Classification Report

**Agency:** Department of Cultural and Community Engagement. State Library Board (576)

250 N 1950 West Suite A  
Salt Lake City, UT 84116  
801-715-6777

**Records Officer:** \_\_\_\_\_

81457 Laundry list representative

**AGENCY:** Department of Cultural and Community Engagement. State Library Board

**SERIES:** 81457

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**TITLE:** Laundry list representative

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Computer printout of books ordered showing author, title, vendor, list price, etc.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public