

Retention and Classification Report

Agency: State Library Board (576)

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Salt Lake City, UT 84116
801-715-6777

Records Officer: _____

06114	*Bill introduced index
01840	*Correspondence
81457	Laundry list representative

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

SERIES: 6114

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TITLE: Bill introduced index

DATES: 1979-1980.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Index to legislative bills introduced in 1979 and 1980 sessions.

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 value(s).

Disposition based on value of record in providing index to bills submitted by the Library Commission and insight into the Agency achievements and activities.

PRIMARY DESIGNATION:

Public

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

SERIES: 1840

TITLE: Correspondence

DATES: 1912-1922.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

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