

Retention and Classification Report

Agency: Logan (Utah). Public Library (1469)

255 North Main
Logan, UT 84321

Records Officer: _____

83615 Board minutes

AGENCY: Logan (Utah). Public Library

SERIES: 83615

3

TITLE: Board minutes

DATES: 1916-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of the regular and special meetings of the Library Board of the Logan City Library. The are used to document the actions of the board. They contain: dates and times meetings convened and adjourned; names of board members present and absent; a summary of the proceedings of meeting including motions, votes and decisions. In 1916, the library was organized as the Logan City Library, but the name of the library and its board has changed in its seventy-two year history. It has been called the Cache County Library and the Cache County-Logan City Library, but it is now the Logan City Library.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Logan (Utah). Public Library

SERIES: 83615

TITLE: Board minutes

(continued)

APPRAISAL:

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

This retention is based on historical value of these records to document the public library movement in Cache County.

PRIMARY DESIGNATION:

Public