

## Retention and Classification Report

**Agency:** Davis County (Utah). Library (2470)

Davis Co. Library  
133 South Main, P.O. Box 618  
Farmington, UT 84025  
801-451-2322

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

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**AGENCY:** Davis County (Utah). Library

**SERIES:** 28832

3

**TITLE:** Administrative photographs release forms

**DATES:** 2011-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to promote education and literacy by hosting community events. Records are photographs of events and are used for publicity and promotional purposes. Information includes date, location, and event title, as well as participants' release forms and contact information.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after end of project and then destroy.

Computer data files: Retain in Office for 1 year after end of project and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 28832

**TITLE:** Administrative photographs release forms

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(c)(2015)

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11104

3

**TITLE:** Annual reports

**DATES:** 1948-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Annual report by the library director on the "condition and operation of the library, including a financial statement" to inform the general public, board of directors and other officials on the operations of the library. Includes revenue and expenditure budget figures, circulation, and a brief description of the year's activities.

**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 Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1948 through 1992. Retain in State Archives permanently.

Computer data files: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on its primary administrative needs expressed by the office and its secondary historical value to researchers on library and community studies.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11104

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11103

3

**TITLE:** Board of Directors meeting agenda and minutes

**DATES:** 1945-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Official minutes and agenda of regular and special meetings of the Davis County Library Board of Directors, include the agenda, dates and times meetings convened and adjourned, board members present and excused, a summary of the proceedings of meetings including motions, votes, discussions, official actions and decisions.

**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:** 03/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1945 through 2005.  
Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the primary administrative needs expressed by library and the secondary historical value of these records for researchers of library history and community studies.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11103

**TITLE:** Board of Directors meeting agenda and minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11095

3

**TITLE:** Circulation records

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by patron name, or numerical by patron barcode number.

**DESCRIPTION:**

This automated system is a record of all library materials checked out from the library system. It includes the item title, its identification number (barcode number), date item due, patron name and library card number.

**RETENTION:**

Retain until resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until items returned and fees paid and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(c)



**AGENCY:** Davis County (Utah). Library

**SERIES:** 11098

3

**TITLE:** Feasibility reports, analyses and studies

**DATES:** 1991-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Studies undertaken on various aspects of library operations and services, usually conducted in-house or by an outside vendor that has been presented to the library Board of Directors. Information included varies by study, but all include recommendations, date, and preparers' names.

**RETENTION:**

Retain until administrative value has been met

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library and the informational value of the records for policy development.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11098

**TITLE:** Feasibility reports, analyses and studies

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11092

3

**TITLE:** Library Director's Correspondence

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are official memoranda written to other government departments, officials, or library employees in the conduct of library business.

**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 permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. individual names

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11097

3

**TITLE:** Library policies

**DATES:** 1948-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

General operating and selection of library materials policies including policy title, purpose, and policy statements officially adopted by the Library's Board of Directors.

**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:** 03/1993

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the primary administrative needs expressed by the library and the secondary historical value to researchers of Utah library services.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11105

3

**TITLE:** Lost book and refund receipts

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Receipts issued by the library when patrons pay for lost books,  
used to verify payment and issue refunds if book is found.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed  
by the library.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(c)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11091

3

**TITLE:** Patron problem slips

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by patron name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These slips are created to track individual patron problems related to library materials and to maintain a history on patrons with recurring problems. They may include patron's name, identification number (barcode number), problem description, and resolution date.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library.

**PRIMARY DESIGNATION:**

Private 63G-2-302(1)(c)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.

**AGENCY:** Davis County (Utah). Library

**SERIES:** 11089

3

**TITLE:** Scrapbooks

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Scrapbooks of activities and programs of the Davis County Library System, include newspaper articles, and photographs.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the primary administrative needs expressed by the library and secondary historical value for researchers documenting Utah library services.

**PRIMARY DESIGNATION:**

Public