

Retention and Classification Report

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

Davis Co. Library
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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

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: 11101

4

TITLE: Community studies

DATES: 1991-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

Studies undertaken every five years identifying library needs from patron surveys indicating specific preferences, used for planning future services. Include patron preferences related to library collections and services and demographic information on patrons who completed the survey.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

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 until superseded 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 the primary administrative needs expressed by the library and the secondary historical value for researchers into Utah library services and community studies.

AGENCY: Davis County (Utah). Library

SERIES: 11101

TITLE: Community studies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Library

SERIES: 11099

3

TITLE: Excessive fines and fees letters

DATES: 1991-2024.

ARRANGEMENT: Alphabetical by patron name

DESCRIPTION:

Letters notifying patrons of excessive fines and fees owed to the library, include patron's name and address, and statement on amount owed, also computer printout of the account and a narrative outlining the problem.

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:

Paper: Retain in Office until resolution of issue and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the office.

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: 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: 27809

3

TITLE: Historical photograph release forms

DATES: 2011-2024.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are of historical interest as they document public events of a governmental entity.

AGENCY: Davis County (Utah). Library

SERIES: 27809

TITLE: Historical photograph release forms

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Davis County (Utah). Library

SERIES: 11096

3

TITLE: Housekeeping files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year and then delete.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11088

3

TITLE: Library Board Updates

DATES: 1991-2021.

ARRANGEMENT: Chronological

DESCRIPTION:

Monthly updates on library operations provided to the Library Board of Directors as a monthly communication to inform the board on matters which do not merit discussion during board meetings. Include date and information on aspects of library operations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the library and the secondary value to researchers documenting the activities of the Davis County Library.

AGENCY: Davis County (Utah). Library

SERIES: 11088

TITLE: Library Board Updates

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public

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: 11094

3

TITLE: Library ledger

DATES: 1987-2024.

ARRANGEMENT: Chronological

DESCRIPTION:

Ledger of fines paid for overdue library materials, used to daily balance library accounts and to serve as a backup record to verify whether fines listed in the computer system were paid. The ledger includes patron name, date, and amount of fine paid.

RETENTION:

Retain for 5 year(s)

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:

Paper: Retain in Office for 5 years 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)

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: 11093

3

TITLE: Materials selection policies

DATES: 1948-2019.

ARRANGEMENT: None

DESCRIPTION:

Policies adopted by the Library Board of Directors concerning the selection of library materials and documented in the Board of Directors Minutes (series 11103). Includes policy title, purpose, and adoption date.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

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 until superseded and then transfer to State Archives with authority to weed.

Paper: Retain in Office until superseded 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 the primary administrative needs expressed by the library and the secondary historical value for researchers of Utah library services.

AGENCY: Davis County (Utah). Library

SERIES: 11093

TITLE: Materials selection policies

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11102

3

TITLE: Patron assistance publications

DATES: 1992-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

Booklists, brochures, fliers, and other guides created by staff members to assist library patrons in locating materials and to publicize events and services provided by the library.

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: 03/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

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: 11090

3

TITLE: Press release file

DATES: 1990-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain notices for library related events, booklists, that have been sent to local newspapers. They include name

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the office. Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11087

3

TITLE: Registration cards

DATES: 1978-2024.

ARRANGEMENT: Numerical by barcode number

DESCRIPTION:

This registration card is completed by patrons applying for a library card. The information is used for checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. The card becomes inactive after four years of nonuse and the information is deleted from the computer system. The card is retained for verification purposes. The card includes patron name, address, and telephone number, spouse's name, home and business telephone number, application date, birthdate, and names and birthdates of any children under the age of 18 applying for library cards.

RETENTION:

Retain for 4 year(s) after separation

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 for 4 years after patron becomes inactive and then delete.

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Library

SERIES: 11087

TITLE: Registration cards

(continued)

PRIMARY DESIGNATION:

Private UCA 6-2-302(1)(c)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

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

AGENCY: Davis County (Utah). Library

SERIES: 11086

3

TITLE: Strategic goals and plans

DATES: 1988-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

Statements regarding the library's role, plans for the development of operations and goals to achieve the plans, adopted by the Davis County Library Board of Directors. Plans are adopted periodically (every 3-5 years), goals are adopted both on a long and short term basis.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

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 until superseded and then transfer to State Archives.

APPRAISAL:

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

This disposition is based on the primary needs expressed by the library and the secondary value for researchers documenting Utah library services and community studies.

AGENCY: Davis County (Utah). Library

SERIES: 11086

TITLE: Strategic goals and plans

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.