

# Retention and Classification Report

**Agency:** Lehi City (Utah). Library (2542)

120 North Center St.  
Lehi, UT 84043

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

13896      Annual report

**AGENCY:** Lehi City (Utah). Library

**SERIES:** 13896

4

**TITLE:** Annual report

**DATES:** 1919-1922; 1924-1930; 1932-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Annual report by the library directors required by UCA 9-7-506 (1) (1992) "to the county governing body on the condition and operation of the library, including a financial statement," also used to inform the general public regarding the operations of the library. Includes income and expenditure budget figures, circulation and other figures, and may include a brief description of the previous year's activities.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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**SERIES:** 13896

**TITLE:** Annual report

(continued)

**PRIMARY DESIGNATION:**

Public