

Retention and Classification Report

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

120 North Center St.
Lehi, UT 84043

Records Officer: _____

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|-------|-----------------|
| 13897 | *Accession book |
| 13896 | Annual report |

AGENCY: Lehi City (Utah). Library

SERIES: 13897

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TITLE: Accession book

DATES: ca. 1910-1926.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Library accession records, GRS-1199.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives until administrative need end and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Lehi City (Utah). Library

SERIES: 13896

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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.

AGENCY: Lehi City (Utah). Library

SERIES: 13896

TITLE: Annual report

(continued)

PRIMARY DESIGNATION:

Public