

## Retention and Classification Report

**Agency:** Murray (Utah). City Library (2595)

166 East 5300 South  
Murray, UT 84107  
801-264-2574

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

14426	Board minutes
14428	*Policies and procedures
14427	Scrapbooks

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

**SERIES:** 14426

3

**TITLE:** Board minutes

**DATES:** 1939-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the County Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

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:** Murray (Utah). City Library

**SERIES:** 14426

**TITLE:** Board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14428

3

**TITLE:** Policies and procedures

**DATES:** 1994.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**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 after being microfilmed.

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

**SERIES:** 14427

1

**TITLE:** Scrapbooks

**DATES:** 1939-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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