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.

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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:

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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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