

Retention and Classification Report

Agency: Morgan County (Utah). Library (2603)

P.O. Box 600
Morgan, UT 84050
801-829-3481

Records Officer: _____

14656 Board minutes and bylaws

AGENCY: Morgan County (Utah). Library

SERIES: 14656

3

TITLE: Board minutes and bylaws

DATES: 1967-

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.

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(continued)

PRIMARY DESIGNATION:

Public