

Retention and Classification Report

Agency: State Library (3065)

450 South State Street
Salt Lake City, UT 84101
(801)238-7990

Records Officer: _____

23065	* Annual reports
25970	Publications

AGENCY: State Law Library

SERIES: 23065

3

TITLE: Annual reports

DATES: 1897-1929.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of State (law) Library activities from the previous two years with information pertaining to libraries, agency activities, agency staff, books, circulation, and fiscal and financial operations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Annual reports provide basic historical information about the state law library.

PRIMARY DESIGNATION:

Public

AGENCY: State Law Library

SERIES: 25970

3

TITLE: Publications

DATES: 2004-

ARRANGEMENT: Chronological.

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical to a printed copy.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: State Law Library

SERIES: 25970

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public