

## 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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**SERIES:** 14656

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(continued)

**PRIMARY DESIGNATION:**

Public