

Retention and Classification Report

Agency: Weber County (Utah). Library (2617)

2464 Jefferson Avenue
Ogden, UT 84401-2488
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Records Officer: _____

14718	Annual budgets
14713	Board minutes

AGENCY: Weber County (Utah). Library

SERIES: 14718

3

TITLE: Annual budgets

DATES: 1968-

ARRANGEMENT: Chronological.

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1993).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

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.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). Library

SERIES: 14713

3

TITLE: Board minutes

DATES: 1901-1966; 1969-

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. The minutes also include financial reports, circulation statistics, and some correspondence discussed by the board. The Carnegie Free Library of Ogden, Utah operated from 1901-1966. The minutes between 1911 and 1918 are incomplete and are very sketchy. On September 1, 1966, "all assets, funds, and liabilities of the Carnegie Free Library were conveyed to the Weber County Library." Between March 25, 1965 and August 18, 1966, the Board of Directors of the Carnegie Free Library and the Weber County Library Board of Directors met simultaneously.

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:

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AGENCY: Weber County (Utah). Library

SERIES: 14713

TITLE: Board minutes

(continued)

PRIMARY DESIGNATION:

Public