Retention and Classification Report

Agency: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation (3021)
PO Box 1480
445 Marsac Ave
Park City, UT 84060
435 615-5000

Records Officer: _____

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AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21400 3
TITLE: Americans With Disabilities Act records
DATES: 1985-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with Disabilities Act building records, GRS-122.

AUTHORIZED: 04-22-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21401 1
TITLE: As-built construction plans and specifications
DATES: 1980-
ARRANGEMENT: Numerical
DESCRIPTION:

These are the final plans and specifications for approved and constructed municipal buildings.

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:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22780 3
TITLE: Board of director's minutes
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official minutes of regular and special meetings of the City 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:

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21402 1
TITLE: Building and grounds maintenance log
DATES: 1987-
ARRANGEMENT: Chronological
DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of repairs and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22781 1
TITLE: Circulation records
DATES: 1983-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office until items returned and late fees paid and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21405 1
TITLE: Daily work logs
DATES: 1997-
ARRANGEMENT: Chronological
DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21406 1
TITLE: Equipment maintenance and repair records
DATES: 1985-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22783 1
TITLE: Holding catalog
DATES: 1987-
ARRANGEMENT: Numerical
DESCRIPTION:

This catalog serves as a finding aid for library users in locating library materials currently in library collection. Manual card catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out, and date due).

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office until catalog closed and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22767 1
TITLE: Interlibrary loan records
DATES: 1988-
ARRANGEMENT: Reverse chronological
DESCRIPTION:

These records document the lending and borrowing of library materials through the interlibrary loan network. They include interlibrary loan forms, computer searches, related correspondence and memoranda. The interlibrary loan forms include patron's name, address, telephone number, description of material being requested (author, title, publisher, publication date), status indication (overdue, lost, out-of-print), indication of search strategy, date material provided, and date material to be returned.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until request completed or cancelled,fees/fines paid and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22776 3
TITLE: Library accession records
DATES: 1995-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Library accession records, GRS-1199.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22777 3
TITLE: Library annual report
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

This is an annual report by the library board of directors required by UCA 9-7-406(1) (1997) "to the city governing body on the condition and operation of the library, including a financial statement." It is also used to inform the general public regarding the operations of the library. The report includes budget figures both income and expenditure, circulation and other figures, and may include a brief description of the previous year's activities.

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 Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22784 1
TITLE: Library complaints
DATES: 1997-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document complaints received and actions taken concerning library services including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence,

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after resolution and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22785 1
TITLE: Library operation policies
DATES: 1983-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are policies adopted by the Library Board of Directors concerning all library operations including material selection. The policy adoptions are documented in the Board of Directors Minutes. The information varies by policy, but all include policy title, purpose, and adoption date.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22786 3
TITLE: Library Services and Construction Act (LSCA) grant files
DATES: 1997-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document the expenditure of monies and the operation of Title I, II, and III programs funded through the Library Services and Construction Act grants, which are regranted by the Utah State Library Division to public libraries (34 CFR 770 (1997)). The grants are used to implement or update programs for literacy, institutional development, inadequate services or library construction. Grant records include some or all of the following: application and supporting materials, budget revisions, quarterly reports, final summary and evaluation reports, statistical reports, audit reports, deposit slips, invoices and bills, and publicity. The State Library Division retains Title I and III grant records for 7 years, Title II grant records for 20 years.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contract and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22786
TITLE: Library Services and Construction Act (LSCA) grant files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22768 1
TITLE: Lost library materials and refund receipts
DATES: 1983-
ARRANGEMENT: Chronological
DESCRIPTION:

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22787 1
TITLE: Patron assistance publications
DATES: 1997-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These publications are booklists and other patron assistance guides created by library staff members. They are used to aid library patrons in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22769 1
TITLE: Patron requests
DATES: 1983-
ARRANGEMENT: Chronological
DESCRIPTION:

These are library patron requests. They may be either requests for library materials, such as requests for materials currently checked out or to add new materials to the library collection, or they may be requests to use library owned equipment such as computers and listening stations. Materials requests may include library card number, patron's name, address, telephone number, and signature, as well as information about the requested library material. Equipment usage requests may additionally include information about the use of computers or other equipment such as date and time used, Inter-net sites visited, or terms of use.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until request is filled, fill is attempted or denied and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22788 1
TITLE: Planning and evaluation studies
DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

These studies are undertaken periodically to identify library service needs. They include user, community and other evaluation studies. They are used for planning future services. The studies may include responses to patron surveys, demographic information, circulation statistics, and collection development studies.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22789 3
TITLE: Public library services development grant records
DATES: 1993-
ARRANGEMENT: Chronological
DESCRIPTION:

The records document the expenditure of monies and the operation of the State Library Division's Upgrade Process and the state aid grants which operate hand-in-hand. Funds are appropriated by the Utah Legislature to the State Library Division which then distributes the grants on a formula basis to qualifying Utah public libraries. Grant records include some or all of the following: public library planning documents, signed grant agreements, final reports and financial statements, statistical reports, audit reports, deposit slips, invoices, bills, and publicity.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contract and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22789
TITLE: Public library services development grant records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22770 3
TITLE: Registration records
DATES: 1983-
ARRANGEMENT: Alphabetical
DESCRIPTION:

This registration card is completed by patrons applying for a library card. This information is frequently computerized and is used for the checkout of library materials, monitoring of overdue books, fines and fees, and for the on-going verification of address and telephone number. Some libraries issue library cards for a specified period while other library cards never expire if used on a regular basis. Nonexpiring library cards normally become inactive after one year of nonuse. The card may be retained for verification purposes. The card includes patron name, home and business addresses and telephone numbers, application date, and birthdate.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Library registration records, GRS-519.

AUTHORIZED: 05-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration or inactive and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22770
TITLE: Registration records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(l)(c) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 21590 1
TITLE: Reservation records
DATES: 1986-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(d) (2008)

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22790 1
TITLE: Shelf list
DATES: 1987-
ARRANGEMENT: Chronological
DESCRIPTION:

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until catalog closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22791 1
TITLE: State library annual report
DATES: 1998-
ARRANGEMENT: Chronological
DESCRIPTION:

This is an annual report required by UCA 9-7-211 (1997) to be submitted by "all municipal, city, county, and public school libraries" to the state librarian. It reports "on the condition and affairs of the library as required by the State Library Board." The State Library retains the record copy of these reports permanently.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22771 1
TITLE: Statements of unreturned materials
DATES: 1995-
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until items are returned or paid for and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Park City (Utah). Municipal Athletic Recreation Center (MARC) and Recreation

SERIES: 22792 3
TITLE: Strategic plans
DATES: 1981-
ARRANGEMENT: Chronological
DESCRIPTION:

These are strategic goals and plans adopted by the Library Board of Directors to guide the development of the library. The plans are adopted periodically (every 3-5 years). Goals are adopted both on a long and short term basis. They include statements regarding the library's role, plans for the development of various library operations, and goals to achieve the plans.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public