

## Retention and Classification Report

**Agency:** Washington County (Utah). Library (3190)

50 South Main  
St. George, UT 84770-3490  
435-634-5737

**Records Officer:** \_\_\_\_\_

24588      Board minutes

**AGENCY:** Washington County (Utah). Library

**SERIES:** 24588

3

**TITLE:** Board minutes

**DATES:** 1911-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the County Library Board. 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 first volume (1911-1950) also includes the library's annual reports (1913-1958). From 1950 to 1981, the minutes are scattered until 1981 and are missing from 1977 to 1980,

**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 after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office 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