RECORDS DESTRUCTION LOG

AGENCY: UTAH STATE LIBRARY, _____ MOBILE LIBRARY

Destruction Date	Record Series Title/Description	Dates Included	Volume	Legal Authority (General schedule or series number)	Authorized Signature

1. Fill in date(s) you shred the applications.

2. Under Record Series Title/Description – you can use "Inactive Patron Records" as description. You may add dates "from 2008 – 2010" or "A – C", if you have this information, but it is not required.

3. You do not need to fill in the Volume or Legal Authority columns.

4. Authorized signature must be the Librarian.

5. Please send signed copy to MaryEllen at USL.