

# Retention and Classification Report

**Agency:** Board of Education. Division of Special Educational Services  
(1111)

, UT

## Records Officer

01835 \*Administrative records  
10655 \*Adult Education Section annual reports  
10654 \*Annual reports  
10685 \*Design for preparedness report  
10681 \*Drop-out statistics report  
27559 \*Publications  
01877 \*Service directories

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 1835

3

**TITLE:** Administrative records

**DATES:** 1960-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 10655

3

**TITLE:** Adult Education Section annual reports

**DATES:** 1967-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on value of annual reports in documenting agency achievements, policies, programs and functions with respect to adult education.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 10654

3

**TITLE:** Annual reports

**DATES:** 1966-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 10685

3

**TITLE:** Design for preparedness report

**DATES:** 1970-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Holdings: 4/1970, 7/1973

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 10681

3

**TITLE:** Drop-out statistics report

**DATES:** 1963-2015.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Holdings: 1963, 1966-67, 1969

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 27559

3

**TITLE:** Publications

**DATES:** 1961, 1964-1971; 1975.

**ARRANGEMENT:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Disposition based on value of these publications documenting studies of special education in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Division of Special Educational Services

**SERIES:** 1877

3

**TITLE:** Service directories

**DATES:** 1964-1968.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains directories for public agencies, institutions, private agencies, and day care centers for Special Education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Directories help document the history of entities that support special education.

**PRIMARY DESIGNATION:**

Public