

Retention and Classification Report

Agency: Board of Education. Textbook Commission (1148)

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Records Officer

01828 *Administrative records
84853 *Official list of school textbooks

AGENCY: Board of Education. Textbook Commission

SERIES: 1828

3

TITLE: Administrative records

DATES: 1912-1980.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains evaluations, policies and procedures, reports, subject files, etc 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 Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/24/2011

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:

Administrative

Disposition based on value of records in documenting the achievements, recommendations, and function of the Textbook Commission.

AGENCY: Board of Education. Textbook Commission

SERIES: 1828

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Board of Education. Textbook Commission

SERIES: 84853

3

TITLE: Official list of school textbooks

DATES: 1918.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the periodic volumes and annual supplements that list all adopted text materials approved for use in the state's schools. Each volume provides the title, publisher and author as well as the text approval expiration date. In addition to this information, the exchange, wholesale and retail prices are also provided. The texts are arranged alphabetically by author under subject classifications.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.