

Retention and Classification Report

Agency: Board of Education. Textbook Commission (1148)
250 East 500 South
Salt Lake City, UT 84114
801-538-7500

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

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

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 CLASSIFICATION:

Public

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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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 CLASSIFICATION:

Public