

# 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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-01-2013

**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 administrative value(s).  
Disposition based on value of records in documenting the achievements, recommendations, and function of the Textbook Commission.

**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:**

These records have historical value(s).  
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.