

Retention and Classification Report

Agency: State Office of Education. Division of Vocational Education
(1259)
250 E. 500 So.
Salt Lake City, UT 84111
538-7841

Records Officer

11892 Account book
01402 *Administrative records
10935 *Annual state plans
10632 *Central Research Committee reports
01931 *Class load/instructor register
01401 Curriculum guides
01415 *Disbursement register
11767 *Financial records
01403 *Fiscal analysis exhibits
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10658 *Homemaking education records
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01886 *School program report records
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01955 *Teacher certification records
01961 *Vocational agriculture statistical reports
01404 *War production audit records

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 11892

3

TITLE: Account book

DATES: 1960-1963

ARRANGEMENT: by account fund

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1402

3

TITLE: Administrative records

DATES: 1936-1990.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains reports, memos, correspondence, photographs, etc.

1972 Needs Assessment Study of Vocational Schools. Study data includes student numbers, training needs, and a summary of Vocational Education.

Further studies from 1975 through 1981. Alternatives for student discipline. Alternatives to building new schools. Comparative salaries in Utah Vocational Education.

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:

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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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1402

TITLE: Administrative records

(continued)

APPRAISAL:

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

Disposition based on value of these records in documenting studies regarding the needs and options available for vocational schools in Utah including student statistics.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 10935

3

TITLE: Annual state plans

DATES: 1937-1990.

ARRANGEMENT: Chronological

DESCRIPTION:

The annual plans were created to assist in the administration of vocational education. These reports contain information pertaining to goals and objectives, budget, programs, needs assessment, evaluation activities and funding proposals.

RETENTION:

Retain Permanent. 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 12/01/1996.

FORMAT MANAGEMENT:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 10935

TITLE: Annual state plans

(continued)

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 10632

3

TITLE: Central Research Committee reports

DATES: 1958-1960.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports created by the Utah Central Research Committee and the Secondary Principals' Association of Utah with information pertaining to schools, vocational education, students, teaching, etc.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Publications document agency history, functions, etc. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1931

3

TITLE: Class load/instructor register

DATES: 1960-1961.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1401

3

TITLE: Curriculum guides

DATES: 1934-

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 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:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1401

TITLE: Curriculum guides

(continued)

APPRAISAL:

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

Curriculum guides provide insight about social values and how they change over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1415

3

TITLE: Disbursement register

DATES: 1930-1959.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 11767

3

TITLE: Financial records

DATES: 1955-1960.

ARRANGEMENT: chronological

DESCRIPTION:

Fiscal year accounts in various funds. Shows salaries, capital outlays, expenses, etc.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1403

3

TITLE: Fiscal analysis exhibits

DATES: 1932-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1932

3

TITLE: Future farmer program scrapbooks

DATES: 1941-1942.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 10658

3

TITLE: Homemaking education records

DATES: 1923-1981.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains records pertaining to Homemaking Education in Utah. The records include curriculum guides, conference reports, policies and procedures, bulletins, and newsletters.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records document agency history and functions. Publications have ongoing research value.

AGENCY: Board of Education. Board for Vocational Education. Vocational
Education Preparatory Program for Careers

SERIES: 10658

TITLE: Homemaking education records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1943

3

TITLE: Industrial arts program publications

DATES: 1940-1959.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

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 12/01/1996.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1943

TITLE: Industrial arts program publications

(continued)

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1942

3

TITLE: Industrial arts program records

DATES: 1948-1963.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1400

3

TITLE: Publications

DATES: 1924-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, rehabilitation, training, employment, education, and all other activities of the State Board of Vocational Education. This series consists primarily of isolated publications not part of a more specific series.

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:

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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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1400

TITLE: Publications

(continued)

APPRAISAL:

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

Publications have ongoing research value because they document agency history and functions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 27665

3

TITLE: Research Coordinating Unit

DATES: 1964-1979.

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)

STATE RECORDS COMMITTEE STATUS:

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

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:

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

Reports, projects and evaluations by the Research Coordinating Unit within Vocational and Technical Education. Historical and research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1886

3

TITLE: School program report records

DATES: 1940-1944.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 10609

3

TITLE: Supervisory personnel development program manuals

DATES: 1944-1959.

ARRANGEMENT: Numerical by volume number, thereunder Chronological
DESCRIPTION:

These manuals are designed to acquaint supervisors, foremen and production leaders with some of the techniques of handling people, and to develop in them some understanding and appreciation of why people do what they do and how they develop attitudes about their jobs, their employers and their supervisors. The manuals are titled "Problems of Handling People," "The Supervisor as an Instructor," "Improvement in Job Methods," "Principles of Organization and Management," "The Supervisor's Part in Safety," "Communication," "Conference Outlines," and "The Team Concept in Management".

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 20.

The manuals document official policy and procedure for the district.

AGENCY: Board of Education. Board for Vocational Education. Vocational
Education Preparatory Program for Careers

SERIES: 10609

TITLE: Supervisory personnel development program manuals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1955

3

TITLE: Teacher certification records

DATES: 1946-1955.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1961

3

TITLE: Vocational agriculture statistical reports

DATES: 1953-1954.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Board of Education. Board for Vocational Education. Vocational Education Preparatory Program for Careers

SERIES: 1404

3

TITLE: War production audit records

DATES: 1942-1945.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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