

# Retention and Classification Report

**Agency:** State Office of Education. Division of Vocational Education  
(1259)  
250 E. 500 So.  
Salt Lake City, UT 84111  
801-538-7841

## 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  
01932 \*Future farmer program scrapbooks  
10658 \*Homemaking education records  
01943 \*Industrial arts program publications  
01942 \*Industrial arts program records  
01400 \*Publications  
27665 \*Research Coordinating Unit  
01886 \*School program report records  
10609 \*Supervisory personnel development program manuals  
01955 \*Teacher certification records  
01961 \*Veteran On-the-Farm Training records  
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:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**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. 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.

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**APPRAISAL:**

These records have historical value(s).

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

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

**SERIES:** 1402

**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 10935

**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.

3

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

These records have historical value(s).  
Publications which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

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.

**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.

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history, functions, etc.  
Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**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 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. Board for Vocational Education. Vocational Education Preparatory Program for Careers

**SERIES:** 1401

3

**TITLE:** Curriculum guides

**DATES:** 1934-1992.

**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 until administrative need ends

**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

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**APPRAISAL:**

These records have historical value(s).  
Curriculum guides provide insight about social values and how they change over time.



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

**SERIES:** 1401

**TITLE:** Curriculum guides

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**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 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. 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Public

**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:**

These exhibits list criteria to be followed. They include such things as payroll change requests, salary schedule, tentative budget, and status of teaching personnel.

**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 administrative, and/or historical value(s). These are historical as they document fiscal research.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

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**APPRAISAL:**

These records have historical value(s).

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

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**SERIES:** 1400

3

**TITLE:** Publications

**DATES:** 1924-1998.

**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 until administrative need ends

**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:**

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**APPRAISAL:**

These records have historical value(s).  
Publications have ongoing research value because they document agency history and functions.

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

**SERIES:** 1400

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**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)

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

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**APPRAISAL:**

These records have administrative, and/or historical value(s). Reports, projects and evaluations by the Research Coordinating Unit within Vocational and Technical Education. Historical and research value.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 1886

3

**TITLE:** School program report records

**DATES:** 1915-1944.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are reports. Includes brochures, teacher directory, annual reports of the Board of Vocational Education to the state office of education.

**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).  
These are historical publications.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**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".

**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.

**APPRAISAL:**

These records have historical value(s).  
The manuals document official policy and procedure for the district.

**PRIMARY DESIGNATION:**

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 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. Board for Vocational Education. Vocational Education Preparatory Program for Careers

**SERIES:** 1961

3

**TITLE:** Veteran On-the-Farm Training records

**DATES:** 1953-1954.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Korean War veterans participated in this program in every school district in the state. Included are final reports, financial records for each school district, teacher and student records including topic, activities, age and participation.

**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).

These records are historical as they document Korean War veteran participation in Veteran Administration programs in Utah.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**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:**

These are financial records documenting the educational training of defense workers per P.L. 463 approved February 1942.

**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).

These records are historical as they document the teachers and expenditures for the education of defense workers during World War 2.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.