

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Public Relations Section  
(1934)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

12850 Publications

**AGENCY:** Board of Education. Office of Education. Public Relations Section

**SERIES:** 12850

3

**TITLE:** Publications

**DATES:** 1988-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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:**

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 Office until publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

Disposition based on value of publications to the Utah Board of Education and in documenting news and matters related to Utah schools.

**PRIMARY CLASSIFICATION:**

Public