

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: 1988-2017.

ARRANGEMENT: None

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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

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:

These records have administrative, and/or historical value(s). Disposition based on value of publications to the Utah Board of Education and in documenting news and matters related to Utah schools.

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SERIES: 12850

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public