

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)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

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:

Administrative Historical

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

PRIMARY DESIGNATION:

Public