

# 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.

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

**SERIES:** 12850

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public