

Retention and Classification Report

Agency: Children's Hospital for Crippling Diseases (194)

(obsolete)
, UT

Records Officer

25425 *Board of Trustees minutes
01100 *Correspondence
10813 *Instructional media system development guidelines

AGENCY: Children's Hospital for Crippling Diseases

SERIES: 25425

3

TITLE: Board of Trustees minutes

DATES: 1945-1951.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This series documents the beginning years of the Children's Crippling Disease Hospital. It contains a single minute book for the Board of Trustees of the hospital. Included in the book is a copy of the legislative bill creating the hospital, the by-laws of the Board, a list of Board members, and Board minutes from its first meeting on 28 June 1945 through the monthly meeting held on 25 January 1951.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 51.

AUTHORIZED: 05/25/2004

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series documents the beginnings of the Children's Crippling Disease Hospital.

AGENCY: Children's Hospital for Crippling Diseases

SERIES: 25425

TITLE: Board of Trustees minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Children's Hospital for Crippling Diseases

SERIES: 1100

3

TITLE: Correspondence

DATES: 1950-1951.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

DESCRIPTION:

Correspondence documents the administration or management of the Children's Hospital, office organization, it's policies, procedures and achievements.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: 07/15/2013

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Hospital for Crippling Diseases

SERIES: 10813

3

TITLE: Instructional media system development guidelines

DATES: 1945-1951.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

These are instructional media system development guidelines.

RETENTION:

Retain administrative need

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.