Retention and Classification Report

Agency: Board of Education. Office of Education. Career and Technical Education (2419)
250 East 500 South
Salt Lake City, UT 84111

Records Officer Carol Lear

10639	Activities program reports
12379	Adult Education Program financial, statistical, and narrativ
10656	Annual evaluation reports
26023	Goals 2000 files
10623	*Needs assessment study report
10608	*Surveys final reports

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 10639 3

TITLE: Activities program reports

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Holdings: 1970-73

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 State Archives permanently with authority to weed.

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 12379 3

TITLE: Adult Education Program financial, statistical, and narrative reports

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports are created by the Adult Education Program of Applied Technology Services in accordance with PL 100-297. They summarize the adult education programs held in the state of Utah. The narrative report describes (in detail) activities of the programs in the school districts. The financial report lists the revenues and expenditures of the programs, and the statistical report includes statistical data about all of the programs in the state. Information includes the names of the schools, amount of money received and used, number of students helped, and so forth.

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 report is published and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office permanently.

APPRAISAL:

Historical

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

Publications document agency history and functions, thus being a useful resource for researchers.

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 12379
TITLE: Adult Education Program financial, statistical, and narrative reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 10656 3

TITLE: Annual evaluation reports

DATES: 1971-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Holdings: 1971, 1973, 1975-76, 1978

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Disposition based on value of records in documenting history regarding migrant education and Title I programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 26023 3

TITLE: Goals 2000 files

DATES: 1994-

ARRANGEMENT: Numerically by project number

ANNUAL ACCUMULATION:

DESCRIPTION:

The Goals 2000: Educate America Act, signed by President Clinton on March 31, 1994, provided Federal funding to states to assist in improving education. Grants were available for such things as professional development and training or other goals related to improving student performance. The Goals 2000 files contain Request For Proposals (grant applications), program evaluations, reimbursement requests, financial records, and final reports or evaluations.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/2005.

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 State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 10623 3

TITLE: Needs assessment study report

DATES: 1972.

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This report describes an assessment study on vocational education in public high schools and post-secondary vocational schools. A summary of the reports was produced as well.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Disposition based on value of study in assessing vocational study in public high schools and in post secondary vocational schools.

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 10623
TITLE: Needs assessment study report

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education. Office of Education. Career and Technical Education

SERIES: 10608 3

TITLE: Surveys final reports

DATES: 1967.

ARRANGEMENT: Alphabetical by title

ANNUAL ACCUMULATION:

DESCRIPTION:

Holdings: Post Paramedical Survey Report; Pride of Performance Survey; Survey of Commercial Arts Curriculum

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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