

Retention and Classification Report

Agency: Council for Applied Technology Education (2710)

250 East 500 South
Salt Lake City, UT 84111
801-538-7500

Records Officer

19956 *Administrative records
17680 *Annual reports
17695 *Audio-visual recordings
17679 *Correspondence
17677 *Executive director's subject files
17676 *Minutes
17678 *Newspaper clippings

AGENCY: Council for Applied Technology Education

SERIES: 19956

3

TITLE: Administrative records

DATES: 1969-1997.

ARRANGEMENT: Chronological.

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. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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:

These records have administrative, and/or historical value(s).
These records have historical value as they document the types of technical education programs in the state and their effectiveness.

AGENCY: Council for Applied Technology Education

SERIES: 19956

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Council for Applied Technology Education

SERIES: 17680

3

TITLE: Annual reports

DATES: 1970-1995.

ARRANGEMENT: Chronological

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. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have administrative value as they document the decision making processes within the agency. They also have historical value as they document the history of the agency, its policies and procedures, and leadership and other important matters.

AGENCY: Council for Applied Technology Education

SERIES: 17680

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Council for Applied Technology Education

SERIES: 17695

3

TITLE: Audio-visual recordings

DATES: 1969-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

This record series consists of video recordings that are produced for the State Council for Applied Technology Education, and are used to depict the value and benefits of vocational education. They are shown to students, prospective students, and in some cases are also used for teacher training. Information referenced on the videos include name of the production, copyright date, and names of those who participated or contributed to the production.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the historical research value of the information contained in this record series.

AGENCY: Council for Applied Technology Education

SERIES: 17695

TITLE: Audio-visual recordings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Council for Applied Technology Education

SERIES: 17679

3

TITLE: Correspondence

DATES: 1969-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

AUTHORIZED: 01-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have administrative and historical value as they document the history of the agency, its research, programs, policies, procedures, leadership, and decision making processes.

PRIMARY DESIGNATION:

Public

AGENCY: Council for Applied Technology Education

SERIES: 17677

3

TITLE: Executive director's subject files

DATES: 1969-1997.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

These files were created by the executive director for the State Council for Applied Technology Education. They document a wide range of subjects within the field of vocational education, and also include correspondence, policies, procedures, and similar data.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

AUTHORIZED: 01-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
This disposition is based on the historical value this information holds for researchers interested in vocational education trends.

AGENCY: Council for Applied Technology Education

SERIES: 17677

TITLE: Executive director's subject files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Council for Applied Technology Education

SERIES: 17676

3

TITLE: Minutes

DATES: 1935-1997.

ARRANGEMENT: Chronological.

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives 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:

These records have administrative, historical, and/or legal value(s).

Minutes document the decisions of a government entity and are of key administrative and historical importance.

AGENCY: Council for Applied Technology Education

SERIES: 17676

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Council for Applied Technology Education

SERIES: 17678

3

TITLE: Newspaper clippings

DATES: 1969-1997.

ARRANGEMENT: Chronological.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public