

# Retention and Classification Report

**Agency:** Council for Applied Technology Education (2710)

250 East 500 South  
Salt Lake City, UT 84111  
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:**

These series contains background information, summary and evaluation reports of technical education in the state.

**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 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:**

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

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 CLASSIFICATION:**

Public

**AGENCY:** Council for Applied Technology Education

**SERIES:** 17680

3

**TITLE:** Annual reports

**DATES:** 1970-1995

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contain annual reports pertaining to the Council, job outlook, governance, coordination, planning, job training, finances, enrollment, placement and special activities.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

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

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 CLASSIFICATION:**

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 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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.

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

**APPRAISAL:**

Administrative Historical  
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

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 CLASSIFICATION:**

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 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**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 Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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.



**AGENCY:** Council for Applied Technology Education

**SERIES:** 17679

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

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 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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 CLASSIFICATION:**

Public

**AGENCY:** Council for Applied Technology Education

**SERIES:** 17676

3

**TITLE:** Minutes

**DATES:** 1935-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Records created by a committee or conference, 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 recordings if minutes are not taken.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 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.

**AGENCY:** Council for Applied Technology Education

**SERIES:** 17676

**TITLE:** Minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on Utah State General Records  
Retention Schedule, Schedule 1, Item 6.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Council for Applied Technology Education

**SERIES:** 17678

3

**TITLE:** Newspaper clippings

**DATES:** 1969-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**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 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

**AGENCY:** Council for Applied Technology Education

**SERIES:** 17678

**TITLE:** Newspaper clippings

(continued)

**PRIMARY CLASSIFICATION:**

Public