

# Retention and Classification Report

**Agency:** Board of Education. Division of Adult Education and Training (30)

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**Records Officer**

23138 \*Publications

**AGENCY:** Board of Education. Division of Adult Education and Training

**SERIES:** 23138

4

**TITLE:** Publications

**DATES:** 1964-2001.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, education, curriculum, employment, training, policies, procedures, and all other activities of the State Board of Education, Division of Adult Education and Training. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 historical value(s).

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.