Retention and Classification Report

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

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
538-7510

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:

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:

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

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

SERIES: 23138
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public