

Retention and Classification Report

Agency: Board of Education. Division of Elementary Education (328)
250 East 500 South
Salt Lake City, UT 84114
(801)538-7500

Records Officer: Benjamin Rasmussen

01857 *Administrative records
84614 *Primary grades outlines
84617 Teaching Aids newsletter
01871 *Title V program records

AGENCY: Board of Education. Division of Elementary Education

SERIES: 1857

3

TITLE: Administrative records

DATES: 1940-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Records produced by and for the Board of Education which include equipment requests, surveys and standards.

1956 Kindergarten equipment requests from the Education department.

1969 Report.

1966 Accreditation Requirements for Elementary Schools.

1970 Report on The Third Grade Reading Survey.

undated Housing for Young Children Report.

1934 Bibliography Report on Reading Standards for Third and Fourth Graders.

undated Study on Accreditation for Elementary Schools.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

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

Microfiche duplicate: Retain in State Archives permanently with

AGENCY: Board of Education. Division of Elementary Education

SERIES: 1857

TITLE: Administrative records

(continued)

authority to weed.

APPRAISAL:

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

Disposition based on the value of the records which document aspects of history related to elementary education in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Elementary Education

SERIES: 84614

4

TITLE: Primary grades outlines

DATES: 1921-1931.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains guides and materials to assist teachers in their individual subjects. The guides include basic steps for introducing new concepts while reinforcing prior instruction. Also included are poetry, stories and other materials pertaining to the season or holidays during the period covered by the guides. The areas of curriculum include: arithmetic, art, civics, geography, health, history, language, music, nature, reading, science, spelling, and writing.

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.

APPRAISAL:

Historical

This disposition is based on the potential research value of these records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Elementary Education

SERIES: 84617

4

TITLE: Teaching Aids newsletter

DATES: 1953-

ARRANGEMENT: Chronological

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: 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.

Newsletters document the history and functions of an agency. They have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Elementary Education

SERIES: 1871

3

TITLE: Title V program records

DATES: 1968-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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