

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

AGENCY: Board of Education. Division of Elementary Education

SERIES: 1857

4

TITLE: Administrative records

DATES: 1940-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records produced by and for the Board of Education including equipment requests, surveys and standards, and equipment requests. Records also include miscellaneous reports from 1966-1970, accreditation requirements for elementary schools, a third grade reading survey, a housing study for young children, a 1934 report on reading standards for third and fourth graders, and an undated Study on Accreditation for Elementary Schools.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2011

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:

Administrative Historical

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

AGENCY: Board of Education. Division of Elementary Education

SERIES: 1857

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Board of Education. Division of Elementary Education

SERIES: 84614

4

TITLE: Primary grades outlines

DATES: 1921-1931.

ARRANGEMENT: Chronological by date.

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.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Board of Education. Division of Elementary Education

SERIES: 84617

4

TITLE: Teaching Aids newsletter

DATES: 1953-1970.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/27/2010

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.