

Retention and Classification Report

Agency: Board of Aging and Adult Services (33)
195 North 1950 West
Salt Lake City, UT 84116

Records Officer: Terri Ruesch

24211 Board of Aging and Adult Services files
03072 *White House conference records

AGENCY: Board of Aging and Adult Services

SERIES: 24211

3

TITLE: Board of Aging and Adult Services files

DATES: 1960-

ARRANGEMENT: Chronological.

DESCRIPTION:

Contains annual reports and other publications produced by the Board. The publications document issues facing aging Utahns from medical care to employment.

RETENTION:

Retain until administrative need ends.

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 State Archives permanently with authority to weed.

Paper: Retain in Office until administrative need ends 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: Board of Aging and Adult Services

SERIES: 24211

TITLE: Board of Aging and Adult Services files

(continued)

APPRAISAL:

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

These records document the activities of the board, including advisory committees, relating to executive establishment, organization, membership, and policy. Records include agendas, meeting minutes, and final reports. May include video and audio recordings.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Aging and Adult Services

SERIES: 3072

3

TITLE: White House conference records

DATES: s 1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records created by an agency sponsoring a conference, workshop, or seminar. Information may include copies of conference agenda, programs, brochures, reports, advertising information for the conference, presentations, speeches, significant correspondence, and related material.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 until administrative need ends 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 50.

These records contain information about the historically important White House Conference on Aging held in 1960. Files may include agenda, programs, brochures, reports, advertising information, presentations, speeches, significant correspondence and related material.

AGENCY: Board of Aging and Adult Services

SERIES: 3072

TITLE: White House conference records

(continued)

PRIMARY CLASSIFICATION:

Public