

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

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.

APPRAISAL:

Administrative Historical

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.

AGENCY: Board of Aging and Adult Services

SERIES: 24211

TITLE: Board of Aging and Adult Services files

(continued)

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/17/2009

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

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.

PRIMARY DESIGNATION:

Public