

# Retention and Classification Report

**Agency:** Utah. Board of Alcoholism and Drugs (39)

195 North 1950 West  
Salt Lake City, UT 84116

## **Records Officer**

00562 \*Annual reports  
01984 \*Curriculum materials  
11907 \*Minutes  
02933 \*Utah School of Alcohol Studies lectures and reports

**AGENCY:** Board of Substance Abuse

**SERIES:** 562

3

**TITLE:** Annual reports

**DATES:** 1948-1961.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Board of Alcoholism and Drugs activities from the previous year with information pertaining to agency activities, agency staff, alcoholism, drugs, substance abuse, rehabilitation, care and treatment services, patients, legislation, and fiscal and financial operations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
These records are significant in documenting the policies, procedures, and function of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Substance Abuse

**SERIES:** 1984

3

**TITLE:** Curriculum materials

**DATES:** i 1957-1960.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series contains medical seminar reports and Utah School of Alcohol Studies reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Documents the procedures and contemporary treatments of the era.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**AGENCY:** Board of Substance Abuse

**SERIES:** 11907

3

**TITLE:** Minutes

**DATES:** 1947-1957.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Bound volume of minutes for the Utah State Board on Alcoholism.  
Board created by chapter 86, Laws of Utah 1947.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives  
general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, historical, and/or legal  
value(s).

These records have evidentiary value and serve as a history of  
board and committee actions. They contain minutes of open  
committee and board meetings as required by UCA 52-4-7. (2005)  
Records may also include agenda, recordings, recordings and  
minutes of closed portions of meetings, and other supporting  
documentation.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Substance Abuse

**SERIES:** 2933

3

**TITLE:** Utah School of Alcohol Studies lectures and reports

**DATES:** 1952-1970.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains lectures and reports from the Utah School of Alcohol Studies with information pertaining to alcohol, alcoholics, drinking patterns, statistics, history, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
These records provide statistics and scholarly research pertaining to treatment programs.

**PRIMARY DESIGNATION:**

Public