

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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.

AGENCY: Board of Substance Abuse

SERIES: 11907

TITLE: Minutes

(continued)

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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