

# 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 in Archives custody.

**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.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records are significant in documenting the policies, procedures, and function of the agency.

**AGENCY:** Board of Substance Abuse

**SERIES:** 562

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

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:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

**APPRAISAL:**

Historical

Documents the procedures and contemporary treatments of the era.

**PRIMARY CLASSIFICATION:**

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.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

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 CLASSIFICATION:**

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.

**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.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records provide statistics and scholarly research pertaining to treatment programs.

**PRIMARY CLASSIFICATION:**

Public