Retention and Classification Report

Agency: High School Inspector (515)

Occupational and Professional licen
sing 160 E. 300 S
Salt lake City, UT 84111
801-530-6628

Records Officer

00424 *Annual reports
01841 *Correspondence

AGENCY: High School Inspector

SERIES: 424 3
TITLE: Annual reports
DATES: 1923.
ARRANGEMENT: None.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain in Archives custody.

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: 02/11/2014

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 series has permanent historical value as documentation of the primary function and activities of the State High School Inspector.

AGENCY: High School Inspector

SERIES: 424
TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: High School Inspector

SERIES: 1841 3
TITLE: Correspondence
DATES: 1911-1930.
ARRANGEMENT: Chronological by year, thereunder alphabetical by name of correspondent or institution.
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 series has historical value as primary documentation of the function and operation of the State High School Inspector.

AGENCY: High School Inspector

SERIES: 1841
TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:
Public