

# Retention and Classification Report

**Agency:** Apprenticeship Council (52)

, UT

## **Records Officer**

83715 \*Biennial reports  
17684 \*Company registration records  
21112 \*Correspondence  
21111 \*Financial records  
17685 \*Index cards  
03110 \*Minutes  
83716 \*Policy manual  
17686 \*Program files  
27568 \*Publications  
11914 \*Veterans' apprenticeship case files

**AGENCY:** Apprenticeship Council

**SERIES:** 83715

3

**TITLE:** Biennial reports

**DATES:** 1963-1997.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series report outlines the activities and programs of the Apprenticeship Council regarding apprenticeship programs in the state. It also illustrates the progress and development made in implementing new plans and policies. Holdings: 1963 (1 volume).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently 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:**

These records have historical value(s).

Disposition based on research value of documents detailing apprenticeship programs in Utah.

**AGENCY:** Apprenticeship Council

**SERIES:** 83715

**TITLE:** Biennial reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 17684

1

**TITLE:** Company registration records

**DATES:** 1972-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains a register of companies that participated in the Apprenticeship program. The list includes the company name, date, assigned number, address, trade (i.e. electrician, plumber, etc.) and a column for "Stnd Cncl". Additionally, handwritten notes include information about participating companies such as dates of removal from the program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This series documents the companies that the Apprenticeship Council utilized in accomplishing its mission.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 21112

3

**TITLE:** Correspondence

**DATES:** 1982.

**ARRANGEMENT:** None.

**TOTAL VOLUME:** 1.00 cubic foot.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Apprenticeship Council

**SERIES:** 21111

3

**TITLE:** Financial records

**DATES:** 1982-1983.

**ARRANGEMENT:** none

**DESCRIPTION:**

Includes warrant requests, budget, expenditure reports, personnel files, and payroll records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Accounting administrative files, GRS-1790.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 17685

3

**TITLE:** Index cards

**DATES:** Undated.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This series includes index cards for students that completed or cancelled their apprenticeship. The index cards include the name of the participant, title/program/specialty, company where the apprenticeship was taking place, registration date, completion date, indentured date, credits, and brief history of schooling.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 4 years and then destroy.

Microfilm duplicate: Retain in Archives for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 3110

3

**TITLE:** Minutes

**DATES:** 1949-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are quarterly meeting minutes. Included are the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

Minutes document the decisions of a government entity and are of key administrative and historical importance.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Apprenticeship Council

**SERIES:** 83716

3

**TITLE:** Policy manual

**DATES:** 1962-1997.

**ARRANGEMENT:** Chronological.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
These manuals document the decisions and policy changes of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 17686

3

**TITLE:** Program files

**DATES:** 1977-1982.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This series contains apprenticeship agreements between the apprentice, apprenticeship council, and placement companies. Additionally, the series includes applications for apprenticeship which document the applicant's address, employment history, references, and personal data (sex, ethnicity, marital status, physical handicaps, and veteran status). A wage structure agreement is also included in this file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Registration files, GRS-2453.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 5 years after completion or separation from apprenticeship.

Microfilm duplicate: Retain in Archives for 5 years after completion or separation from apprenticeship.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 27568

3

**TITLE:** Publications

**DATES:** 1957-1979.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records include Administrative Reports, Apprenticeship Actions, and Working Under Industrial Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Disposition based on value of records in documenting the achievements, policies and programs of the committee.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Apprenticeship Council

**SERIES:** 11914

1

**TITLE:** Veterans' apprenticeship case files

**DATES:** ca. 1974-1984.

**ARRANGEMENT:** Alphabetical by company name.

**DESCRIPTION:**

These corporate case files contain apprenticeship agreements, applications, correspondence, and other records pertaining to individuals participating in the program.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.