

Retention and Classification Report

Agency: Apprenticeship Council (52)

, UT

Records Officer

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17684 *Company registration records
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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 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: 05/19/2011

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:

Historical

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

3

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:

Retain Archives.

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 24.

AUTHORIZED: 10/12/2011

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:

Administrative Historical

This series documents the companies that the Apprenticeship Council utilized in accomplishing its mission.

AGENCY: Apprenticeship Council

SERIES: 17684

TITLE: Company registration records

(continued)

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:

Retain Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/12/2011

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Apprenticeship Council

SERIES: 21111

3

TITLE: Financial records

DATES: 1982-1983.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

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

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 07/23/2015

FORMAT MANAGEMENT:

APPRAISAL:

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.

TOTAL VOLUME:

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:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 16.

AUTHORIZED: 09/26/2011

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:

Administrative

AGENCY: Apprenticeship Council

SERIES: 17685

TITLE: Index cards

(continued)

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.

TOTAL VOLUME:

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 SG 1, Item 51.

AUTHORIZED: 05/07/2009

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:

Administrative Historical Legal

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.

TOTAL VOLUME:

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 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: 03/06/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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.

TOTAL VOLUME:

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:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 10.

AUTHORIZED: 09/26/2011

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:

Administrative

AGENCY: Apprenticeship Council

SERIES: 17686

TITLE: Program files

(continued)

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.

TOTAL VOLUME:

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 SG 1, Item 25.

AUTHORIZED: 05/19/2011

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:

Historical

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

3

TITLE: Veterans' apprenticeship case files

DATES: ca. 1974-1984.

ARRANGEMENT: Alphabetical by company name.

TOTAL VOLUME:

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 authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: 07/25/2013

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.