

Retention and Classification Report



Agency: Apprenticeship Council (52)

, UT

Records Officer:
Analyst:

83715 Biennial reports
21112 Correspondence
21111 Financial records
17685 Index cards
03110 Minutes
83716 Policy manual
17686 Program files
17684 Registration records
11914 Veterans' apprenticeship case files

AGENCY: Apprenticeship Council

SERIES: 83715

1

TITLE: Biennial reports

DATES: 1963-

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).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Apprenticeship Council

SERIES: 21112

3

TITLE: Correspondence

DATES: 1982.

ARRANGEMENT: None.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

RETENTION:

Retain 0.

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:

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

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

AGENCY: Apprenticeship Council

SERIES: 17685

1

TITLE: Index cards

DATES: Undated

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

AGENCY: Apprenticeship Council

SERIES: 3110

3

TITLE: Minutes

DATES: 1949-1983.

ARRANGEMENT: chronological

TOTAL VOLUME:

DESCRIPTION:

Minutes of quarterly meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

FORMAT MANAGEMENT:

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.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Apprenticeship Council

SERIES: 83716

3

TITLE: Policy manual

DATES: 1962-

ARRANGEMENT: chronological

TOTAL VOLUME:

DESCRIPTION:

The Apprenticeship Council policy manual outlines the agency's purpose and function. It includes the text of the law creating the council, a procedural guide outlining its goals and the planned scheduled to accomplish those goals. Holdings: 1962 (1 volume)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Apprenticeship Council

SERIES: 17686

3

TITLE: Program files

DATES: 1977-1982

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

AGENCY: Apprenticeship Council

SERIES: 17684

3

TITLE: Registration records

DATES: 1972-1983

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

AGENCY: Apprenticeship Council

SERIES: 11914

1

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical