

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Instructional Technology  
Section (529)  
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**Records Officer:** Benjamin Rasmussen

84860 Annual reports  
17690 Comprehensive plan  
10678 EDNET use summative reports  
19688 Elementary and Secondary Education Act of 1965, Title II re  
85313 \*Library and media center acquisition files  
20373 Publications  
20336 \*Scrapbooks  
20836 \*Slides  
84858 Utah Network for Instructional Television curriculum guides

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 84860

3

**TITLE:** Annual reports

**DATES:** 1966-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports with information pertaining to the previous year's developments, programs, performance evaluations, and media programs in the local school districts. The reports contain little narration with the data being presented through charts and graphs.

**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.

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

Microfiche duplicate: 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.

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 84860

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 17690

3

**TITLE:** Comprehensive plan

**DATES:** Undated

**ARRANGEMENT:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**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.

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

Microfilm duplicate: 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:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 10678

3

**TITLE:** EDNET use summative reports

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The purpose of EDNET microwave television network is to support the public education community by coordinating the use of technological alternatives in classroom instruction, staff development, and administrative needs where appropriate. The report provides information pertaining to EDNET use by office, satellite use by office, EDNET use by application, and satellite use by application. Also included in the report are calendars providing the daily schedule of EDNET.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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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.

Reports in this series document the history and function of the agency. Publications have ongoing research value.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 10678

**TITLE:** EDNET use summative reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 19688

3

**TITLE:** Elementary and Secondary Education Act of 1965, Title II reports

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Title II of the Federal Assistance Program of the Elementary and Secondary Education Act of 1965 is to assist the school districts in improving their educational capability through acquisition and effective utilization of media. The reports contain information pertaining to finances, the status of the program, newsletters, pamphlets, and fliers.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

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

Publications document the history and functions of agencies. These records have research value.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 19688

**TITLE:** Elementary and Secondary Education Act of 1965, Title II reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 85313

3

**TITLE:** Library and media center acquisition files

**DATES:** i 1967-1971.

**ARRANGEMENT:** none

**DESCRIPTION:**

Staff of the Division coordinated the compilation of lists of special library or instructional materials for use in school libraries. Included are periodicals recommended for public schools, 1967; vocations in biography, 1968; and reference materials for Utah schools. Holdings: 1967-69, 1972.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 20373

3

**TITLE:** Publications

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains records pertaining to instructional media. The reports include guidelines, handbooks, catalogs, evaluations, studies, bulletins, surveys and critiques.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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Microfiche duplicate: 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.

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 20373

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 20336

3

**TITLE:** Scrapbooks

**DATES:** 1954-1972.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These scrapbooks of newspaper clippings and other articles document activities in the Division of Corrections.

**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 4.

These scrapbooks document the history and functions of the agency. The scrapbooks have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 20836

3

**TITLE:** Slides

**DATES:** 1970-1996.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

These slides were compiled by the Graphics program in the Utah State Office of Education (USOE) to document places and events of interest to educators in Utah. Most of the photographs were taken by Robert Clayton, a USOE employee. Includes slides of many diverse subjects, such as industry, local architecture, historical sites, and nature. Some commercial slides are also included.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1998.

**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.

Slides: Retain in Office for 1 year or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the rich visual history these records provide.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 20836

**TITLE:** Slides

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 84858

3

**TITLE:** Utah Network for Instructional Television curriculum guides

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains curriculum guides prepared by the Utah Network for Instructional Television (UNIT). These guides were produced to provide specific course outlines and supplementary materials to complement the broadcasts. Subjects include art, foreign language, history, literature, physical fitness, science and "Utah in Perspective".

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical  
Disposition based on value of records in providing records of curriculum and associated guidelines for instructional television.

**AGENCY:** Board of Education. Office of Education. Instructional Technology Section

**SERIES:** 84858

**TITLE:** Utah Network for Instructional Television curriculum guides

(continued)

**PRIMARY CLASSIFICATION:**

Public