Retention and Classification Report

Agency: Board of Education. Office of Education. Instructional Technology Section (529)
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
801-538-7947

Records Officer Carol Lear

84860		Annual reports
17690		Comprehensive plan
10678		EDNET use summative reports
19688		Elementary and Secondary Education Act of 1965, Title II rep
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:

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 25.

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

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 or 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:

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 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:

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.

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:

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: 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:

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:

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