

Retention and Classification Report

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

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: 1966-2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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

SERIES: 17690

3

TITLE: Comprehensive plan

DATES: Undated.

ARRANGEMENT: none

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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). Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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

SERIES: 10678

3

TITLE: EDNET use summative reports

DATES: 1990-2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Reports in this series document the history and function of the agency. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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: 1967-2015.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). Disposition is based upon the future research value of the data contained within this series.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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

SERIES: 20373

3

TITLE: Publications

DATES: 1959-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-1723.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
These scrapbooks document the history and functions of the agency. The scrapbooks have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
This disposition is based on the rich visual history these records provide.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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

SERIES: 84858

3

TITLE: Utah Network for Instructional Television curriculum guides

DATES: 1964-2015.

ARRANGEMENT: Chronological.

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".

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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, and/or historical value(s). Disposition based on value of records in providing records of curriculum and associated guidelines for instructional television.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.