Retention and Classification Report

Agency: Board of Medical Examiners (630)

, UT

Records Officer

06500	*Annual reports
20846	*Correspondence
11948	*Minutes
03672	*Physicians license registers

AGENCY: Board of Medical Examiners

SERIES: 6500 3
TITLE: Annual reports
DATES: 1896-1898.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Medical Examiners

SERIES: 20846 3
TITLE: Correspondence
DATES: 1908-1915.
ARRANGEMENT: Chronological.
DESCRIPTION:
Copies of correspondence pertaining to reports and audits.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
Documents the history of the Board and the development of policies.

PRIMARY DESIGNATION:
Public

AGENCY: Board of Medical Examiners

SERIES: 11948 3
TITLE: Minutes
DATES: 1892-1921.
ARRANGEMENT: Chronological.
DESCRIPTION:

Handwritten volume recording the minutes of the Board of Medical Examiners. Board was organized in 1892 to regulate the practice of medicine, including the examination and licensing of physicians.

RETENTION:

Retain 50 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/25/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Board of Medical Examiners

SERIES: 11948
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: Board of Medical Examiners

SERIES: 3672 3
TITLE: Physicians license registers
DATES: 1892-1927.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series consists of three sets of records which document physician licensing and registration. The first set of documents are loose ledger sheets which record an individual's taking of the board examination. Columns include a line number, the person's name, age, present and former residences, level of previous education, the school name, year of graduation, certificate number, date of examination by the board, and the passing or failing percentage on the test. The second and third sets of documents are bound together in a volume. The first is a register of physicians to whom licenses have been issued, the second is a register of midwives. Ledger columns include the county in which the license was issued, the individual's name, residence, school, date and number of license, year of graduation, basis of license (diploma, exam, or years of practice, and the type of practice for which the license is issued issued. Both of these registers include name indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
These are valuable records for local history and genealogists.

PRIMARY DESIGNATION:

Public