

# Retention and Classification Report

**Agency:** Dept. of Public Instruction. Division of Pupil Personnel Services  
(796)

, UT

## Records Officer

01830 \*Administrative records  
19689 \*Annual reports  
10661 \*Guidance monograph  
27533 \*Publications  
26292 \*Through the Years history

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 1830

3

**TITLE:** Administrative records

**DATES:** 1954-1965.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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.

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 19689 3

**TITLE:** Annual reports

**DATES:** 1941-1975.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 which document agency history and functions have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 10661

3

**TITLE:** Guidance monograph

**DATES:** 1951-1975.

**ARRANGEMENT:** Numerical by volume number

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).

This monograph provides insights into social values and issues in a time period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 27533

3

**TITLE:** Publications

**DATES:** 1948-1981.

**ARRANGEMENT:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**FORMAT MANAGEMENT:**

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 have long-term evidentiary and research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 26292

3

**TITLE:** Through the Years history

**DATES:** 1975.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series consists of the publication "Though the Years: A History of the Pupil Personnel Movement In the State of Utah" by H. Reese Anderson, Coordinator of Pupil Personnel Services in May 1975. He states in the preface that his "main purpose has been to record and describe the major events, activities and movements that have taken place in the pupil personnel field as I have been able to read about them, hear about them or as I have experienced them myself." Series holdings includes two copies, one softcover and one in hard cover. Both were donated by the author's family to the State Library, and subsequently sent to the Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**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).

This publication documents the history and functions of education. The research value of the series is ongoing.

**AGENCY:** Board of Education. Office of Education. Division of Pupil Personnel and Guidance Services

**SERIES:** 26292

**TITLE:** Through the Years history

(continued)

**PRIMARY DESIGNATION:**

Public