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 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:

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. Division of Pupil Personnel and Guidance Services

SERIES: 19689 3

TITLE: Annual reports

DATES: 1941-

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: 05/18/2010

FORMAT MANAGEMENT:

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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

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

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

SERIES: 19689

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 10661 3

TITLE: Guidance monograph

DATES: 1951-

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: 07/01/2010

FORMAT MANAGEMENT:

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

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

SERIES: 10661

TITLE: Guidance monograph

(continued)

PRIMARY CLASSIFICATION:

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 is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 10/25/2010

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.

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

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

APPRAISAL:

Historical
Publications have long-term evidentiary and research value.

PRIMARY CLASSIFICATION:

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 is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 08/22/2006

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 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 CLASSIFICATION:

Public