

# 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.

**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. 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)

**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 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)

**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.

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

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.

**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 4.

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