

# Retention and Classification Report

**Agency:** Public School Survey Commission (815)

, UT

**Records Officer**

02768 \*Administrative records  
02730 \*Public school survey records  
02734 \*Publications  
03186 \*Reports  
02705 \*Teachers checklist on school practices  
01215 \*Work project outlines

**AGENCY:** Public School Survey Commission

**SERIES:** 2768

3

**TITLE:** Administrative records

**DATES:** 1951-1956.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain 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:** Public School Survey Commission

**SERIES:** 2730

3

**TITLE:** Public school survey records

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain until transferred to the State Archives.

**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:** Public School Survey Commission

**SERIES:** 2734

3

**TITLE:** Publications

**DATES:** 1952-1940.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain 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:** Public School Survey Commission

**SERIES:** 3186

3

**TITLE:** Reports

**DATES:** 1952-1953.

**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.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Reports document agency history and functions. These records have ongoing value to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Public School Survey Commission

**SERIES:** 2705

3

**TITLE:** Teachers checklist on school practices

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain until transferred to the State Archives.

**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:** Public School Survey Commission

**SERIES:** 1215

3

**TITLE:** Work project outlines

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2004.

**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.

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

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

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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

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

**AGENCY:** Public School Survey Commission

**SERIES:** 1215

**TITLE:** Work project outlines

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 24.

Disposition based on reports, memos, and correspondence documenting the development and implementation of the Utah Public Schools Survey.

**PRIMARY CLASSIFICATION:**

Public