

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Division of Secondary Education (886)  
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salt lake city, UT 84114  
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## Records Officer

01450 \*Administrative surveys and reports  
01438 \*Correspondence

**AGENCY:** Board of Education. Office of Education. Division of Secondary Education

**SERIES:** 1450

3

**TITLE:** Administrative surveys and reports

**DATES:** 1930-1969.

**ARRANGEMENT:** Alphabetical by school district.

**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:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**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 administrative, and/or historical value(s). These surveys and reports relate to specific districts. They provide very important evaluations about secondary education curriculum, facilities, and expenditures.

**AGENCY:** Board of Education. Office of Education. Division of Secondary Education

**SERIES:** 1450

**TITLE:** Administrative surveys and reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Division of Secondary Education

**SERIES:** 1438

3

**TITLE:** Correspondence

**DATES:** 1933-1943.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

**AUTHORIZED:** 01-17-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Correspondence documents the administration or management of the Secondary Education Division, office organization, it's policies, procedures and achievements.

**AGENCY:** Board of Education. Office of Education. Division of Secondary Education

**SERIES:** 1438

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.