

Retention and Classification Report

Agency: Board of Education. Office of Education. Division of Secondary Education (886)
250 east 500 south
salt lake city, UT 84114
(801)538-7500

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 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 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.

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.

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

SERIES: 1450

TITLE: Administrative surveys and reports

(continued)

APPRAISAL:

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

These surveys and reports relate to specific districts. They provide very important evaluations about secondary education curriculum, facilities, and expenditures.

PRIMARY CLASSIFICATION:

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 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 02/01/2005.

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:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

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 CLASSIFICATION:

Public