

Retention and Classification Report

Agency: Board of Education. Office of Education. Division of Secondary Education (886)
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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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

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.

PRIMARY DESIGNATION:

Public

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

SERIES: 1438

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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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

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.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.