

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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:

Administrative Historical

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

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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 Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/14/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical
Correspondence documents the administration or management of the Secondary Education Division, office organization, it's policies, procedures and achievements.

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SERIES: 1438

TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public