

## Retention and Classification Report

**Agency:** Office of Community Services (243)

1385 South State, 4th Floor  
Salt Lake City, UT 84115  
801-538-8722

**Records Officer:** \_\_\_\_\_

27554    \*Publications

**AGENCY:** Department of Workforce Services. State Community Services Office

**SERIES:** 27554

3

**TITLE:** Publications

**DATES:** 1971-1981.

**ARRANGEMENT:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, academic, and fiscal information; facilities; legislative action; and all other activities of the agency. Consists primarily of isolated publications not part of a more specific series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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 value(s).

Disposition based on value of records in documenting agency achievements, policies, programs and functions.

**PRIMARY DESIGNATION:**

Public