

## Retention and Classification Report

**Agency:** Department of Health. Bureau of Health Promotion and Risk Reduction (490)

288 N. 1460 West  
Salt Lake City, UT 84116  
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**Records Officer:** \_\_\_\_\_

26379    \*Health promotion surveys  
23782    \*Publications

**AGENCY:** Department of Health. Bureau of Health Promotion and Risk Reduction

**SERIES:** 26379

3

**TITLE:** Health promotion surveys

**DATES:** 2001.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

This series contains health promotion surveys given to Utah school officials. They contain such surveys as the Height/Weight, Heart Health, and Fruit and Vegetable surveys. The purpose of the surveys is to gather information about health environment policies at Utah schools. Surveys are filled out by school officials and only reflect school policies. The surveys contain information about student height, weight, fruit and vegetable consumption, tobacco use, physical activity, and food preferences.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the historical value of health policies created by Utah school officials. They reflect the consistency or changes made in school health policies over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Bureau of Health Promotion and Risk Reduction

**SERIES:** 23782

3

**TITLE:** Publications

**DATES:** 1982-1995.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**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 historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public