

# Retention and Classification Report

**Agency:** Public School Survey Commission (815)

, UT

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

02768	*Administrative records
02730	*Public school survey records
02734	*Publications
03186	*Reports
02705	*Teachers checklist on school practices
01215	*Work project outlines

**AGENCY:** Public School Survey Commission

**SERIES:** 2768

3

**TITLE:** Administrative records

**DATES:** 1951-1956.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Public School Survey Commission

**SERIES:** 2730

3

**TITLE:** Public school survey records

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These surveys were given to teachers, school personnel, and pupils. Included are checklists and comments on school practices and policy along with demographic information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

These records are historical as a sample of the demographics of school staff and students in the 1950s.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2017.

**AGENCY:** Public School Survey Commission

**SERIES:** 2734

**TITLE:** Publications

**DATES:** 1952-1940.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

3

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Public School Survey Commission

**SERIES:** 3186

3

**TITLE:** Reports

**DATES:** 1952-1953.

**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.

**APPRAISAL:**

These records have historical value(s).  
Reports document agency history and functions. These records have ongoing value to researchers.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Public School Survey Commission

**SERIES:** 2705

3

**TITLE:** Teachers checklist on school practices

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Public School Survey Commission

**SERIES:** 1215

1

**TITLE:** Work project outlines

**DATES:** 1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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).  
Disposition based on reports, memos, and correspondence documenting the development and implementation of the Utah Public Schools Survey.

**AGENCY:** Public School Survey Commission

**SERIES:** 1215

**TITLE:** Work project outlines

(continued)

**PRIMARY DESIGNATION:**

Public