

## Retention and Classification Report

**Agency:** Department of Health. Division of Public Health Education (3151)

288 North 1460 West  
Salt Lake City, UT 84114  
(801)538-9191

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

24200	Publications
23414	*Your Health newsletter

**AGENCY:** Department of Health. Division of Public Health Education

**SERIES:** 24200

3

**TITLE:** Publications

**DATES:** ca. 1936-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the agency, including pamphlets, reference guides, catalogs, and other published or processed documents. These records include information on smoking cessation, drug addiction, disease protection, and other issues addressed by the Division of Public Health Education. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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:**

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.

**AGENCY:** Department of Health. Division of Public Health Education

**SERIES:** 24200

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Public Health Education

**SERIES:** 23414

3

**TITLE:** Your Health newsletter

**DATES:** 1943-1969.

**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:**

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**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions. Newsletters have ongoing research value.

**PRIMARY DESIGNATION:**

Public