

Salt Lake County Records Management & Archives Series Description

Agency: Salt Lake City-County Health Department

Series: HE-133

Title: Director of Health – Correspondence

Dates: 1994-1998

DESCRIPTION: This series contains the administrative history and professional development of Dr. Thomas Schlenker while he was the Executive Director of the Health Department. Under administrative direction of the Board of Health, the Director is responsible for planning, organizing and directing the activities of the Health Department staff. Both incoming and outgoing correspondence are included in this series.

ARRANGEMENT: Original organization was maintained; grouped by subject and then chronologically.

CUSTODY HISTORY: Salt Lake City-County Health Department transferred the Director's Correspondence to the Salt Lake County Records Center on 6/11/01.

FINDING AIDS: Appendix 1 is a container list describing the contents of each folder in the Director's Correspondence. Box number, folder number and folder content description are listed. Records classified as private were extracted from this series and access is restricted.

RELATED RECORDS:

- 1) Salt Lake City-County Board of Health Minutes, 1969-2000.
- 2) Contagious Disease Registers, 1921-1927.
- 3) Miscellaneous publications relating to Salt Lake City & County Health Departments, 1890-1973.

PROCESSING NOTE: Processed by K. Krattley, November 2001- February 2002.