

## Retention and Classification Report

**Agency:** Schools for the Deaf and the Blind (272)

Administration Office  
742 Harrison Blvd  
Ogden, UT 84404  
801-399-9631

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

09623	Absentee reports
07505	Accounting administrative files
08552	Accreditation evaluation
06569	Admissions log
07594	Advisory council minutes
09753	Annual budget reports
09167	Annual reports
09882	Architectural drawings
09583	Attendance registers
06555	Audiological records
09168	Autistic student academic case files
09754	Block grant yearly reports
07589	Board of Education meeting agenda
07575	Board of Education minutes
09713	Commencement programs
10689	Curriculum guides
09810	Daily menu planning worksheets
10057	Deaf student classroom exercises videos
09803	Deaf-blind consultant records
06571	Deaf-blind grants
09626	Deaf-blind subject files
09891	Educational computer coordination system
09756	Educational support services administrative records
08553	Elementary Department handbook
10054	Executive correspondence
09809	Food inventory log
07722	Foster care reimbursement records
09580	Foster care subject files
06556	Fringe benefit and insurance options files
09765	Functional vision reports

06567	Hearing aid control cards
06574	Hearing aid repair cards
06593	Inventory list of equipment
00851	Legislative proposals
10055	Lesson planning books
09880	Library automated system
09715	Library equipment checkout records
09881	Library request forms
23975	Literary Magazine
07579	Local educational agencies policy book
09752	Periodical check-in cards
07595	Photographs
07591	Policies and procedures manuals
09681	Program accounting registers
09702	Program grant records
09801	Program reports
06572	Psychological test records
01358	Publications
07696	Purchase orders
08549	Purchase requisitions
08554	Repair authorization order slips
09757	Research review committee minutes
09714	Resource files
83963	Sights and Sounds of Utah Schools for the Deaf and the Blind
09812	Special milk reimbursement claims
07723	Student files
09579	Student foster care case files
06568	Student health records
09569	Student registrations
07721	Student transportation reimbursement records
09582	Student transportation subject files
09611	Student tutoring lessons
09596	Superintendent administrative files
09612	Superintendent's budget correspondence
06613	Teacher credentials
09762	Vision screening for public school children

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9623

3

**TITLE:** Absentee reports

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The administrative office creates a report to document teacher absences and reasons for leave request. The leave may be because of sickness, personal or professional reasons, leave without pay, school business, or other reasons. The information includes employee name, date of absence, and substitute teacher name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public Eighteen personal data elements identified by the State Records Committee.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9623

**TITLE:** Absentee reports

(continued)

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7505

1

**TITLE:** Accounting administrative files

**DATES:** 1940-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8552

3

**TITLE:** Accreditation evaluation

**DATES:** 1972-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This evaluation was created by the Utah Schools for the Deaf and the Blind (USDB) to provide standards and evaluation criteria by which to evaluate all aspects of the USDB. The school is currently accredited every five years by the American Conference for the Education of the Deaf (ACED) and the National Accreditation for the Blind (NAB). The report evaluates the following: the administration (board, superintendent, administrators, instructional staff, salaries, etc.); pupil and personnel services; school facilities; custodial program; food service program; school programs (language, speech, reading, auditory training, preschool, social studies, science, mathematics, art, and integration); curriculum; educational resource center; career education programs (schedules, home economics, arts and crafts, graphic arts, etc.); residential living and activities; special programs (teacher training, behavior modification, and federally supported programs); and medical services. The evaluation also includes a parental questionnaire with percentage responses regarding USDB's effectiveness in developing human relations, skills, and personal characteristics; and parental appraisal of school programs.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8552

**TITLE:** Accreditation evaluation

(continued)

Paper copy: Retain in Office until administrative need ends or superseded and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This disposition is based on the primary evidential value of this evaluation tool to USDB school administrators, teachers, parents, and others.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6569

3

**TITLE:** Admissions log

**DATES:** 1884-

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**DESCRIPTION:**

These records are used to document admissions for the School for the Deaf. The data from 1884-1989 are handwritten in two volumes. Information since 1990 has been recorded on the computer. The information includes the child's name, date entered school, birthplace, cause of deafness, age at which hearing loss was detected, deaf relatives, parent's name, parent's birthplace, parent's occupation, residence, date child was discharged or graduated from school, and miscellaneous remarks.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1884 through 1989. Retain in Office permanently after being microfilmed.

Computer data files: For records beginning in 1990 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6569

**TITLE:** Admissions log

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This disposition is based on the research value. The records help document a family's history of deafness and provide insight into Utah's deaf community.

**PRIMARY DESIGNATION:**

Private                      Until 100 years after student admission UCA 63A-12-109 (1991).

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7594

3

**TITLE:** Advisory council minutes

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the minutes from the Governor's Advisory Council, which became the Institutional Council ca. 1981. The council discusses issues related to the school in cooperation with the Board of Education. They meet monthly. The purpose of the Advisory Council was to respond to the needs of parents, students, and teachers in an advisory capacity. In addition, the Institutional Council is responsible for the management of property, funds, and education at the Utah Schools for the Deaf and the Blind and has the power to change internal policies.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office 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 show the historical development of the Utah Schools for the Deaf and the Blind.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7594

**TITLE:** Advisory council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9753

3

**TITLE:** Annual budget reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives.

**APPRAISAL:**

These records have fiscal, and/or historical value(s).

Disposition based on the value of these records in documenting agency finances, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9167

3

**TITLE:** Annual reports

**DATES:** 1896-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports provide account of each school's activities and accomplishments. The reports contain information pertaining to programs, operations, policies, procedures, recommendations, and finances.

**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).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9167

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2018.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9882

3

**TITLE:** Architectural drawings

**DATES:** 1934-

**ARRANGEMENT:** None.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are the blueprints for the school buildings on 846 20th Street in Ogden. They document the building history of the school. The drawings include plans, sections, elevations, and details for Driggs hall, Woodbury hall, heat plant, garage and maintenance building, classroom building, vocational building, administration building, primary hall, shop building, gym and arts building, and the supplemental, classroom, and employee quarters for the tuberculosis hospital at 742 Harrison in Ogden. Also included are the plans for the new school at 742 Harrison.

**RETENTION:**

Permanent. Retain until disposition of asset

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until school has moved and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of architectural drawings. These drawings are the record copy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9882

**TITLE:** Architectural drawings

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9583

3

**TITLE:** Attendance registers

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Teachers create these registers to track student attendance and grades for each of the classes they teach. The register is filed with the program coordinator at the end of each school year. The register includes teacher's and students' names, class, texts used, days student attended, times tardy, and final mark. The register also includes student information used by teachers in their roles as advisors, including student home address, home telephone, miles transported to school, date of birth, age, grade level, parent or guardian name, where employed, business phone, previous school name and location, and anticipated school name and location.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

This disposition is based on 34 C.F.R. 302.44(a) (1990), which states that "each state agency . . . shall count handicapped children . . . on their membership rolls as of October 1 of each year and shall report their average daily attendance to the State educational agency." Because the students' grades and attendance are made part of the permanent student academic files, these

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9583

**TITLE:** Attendance registers

(continued)

records need not be kept beyond 3 years, which also considers the administrative needs expressed by school officials.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6555

3

**TITLE:** Audiological records

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the audiologist to document student hearing loss, ear infections, and to check hearing aids. The audiologist maintains an administrative copy. The record copy is maintained in the student's academic file, and is eventually microfilmed. These documents are used by students throughout their lives to prove that they are legally deaf. The information is also important to those researching hearing loss and genetics. Included is the child's name, address, birthdate, history of their deafness, fluctuations of hearing loss, speech pathology data, medical records from various institutions, and correspondence to and from doctors and parents.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the audiologist.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9168

3

**TITLE:** Autistic student academic case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Student files are maintained to provide individual medical and family history, document attendance, gauge progress and academic success, and to verify disability for social security purposes. These records contain official documentation listing autistic students' courses, grades, credits earned, and status achieved. The files also include psychological reports, eye and ear exams, other medical records, registration forms, parental permission forms, individual education plans (IEP), a statement of parents' rights, Stanford Achievement Test (SAT) scores, and behavioral intervention methods to use with the child.

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years or until student termination and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9168

**TITLE:** Autistic student academic case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychological records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9754

1

**TITLE:** Block grant yearly reports

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are planning and program grants given to the Utah Schools for the Deaf and the Blind from the Federal Government. The files contain information about the Elementary Secondary Education Act (ESEA), sensory-impaired infants, and programs at the school using grant money. Correspondence, financial information, and certification of expenditures are also included. The applications for the grants are not included.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7589

3

**TITLE:** Board of Education meeting agenda

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the agendas of the Board of Education, stating what will be discussed in the monthly meetings, such as funding, services, studies, and master plans. The Utah Schools for the Deaf and the Blind (USDB) use the agenda to know when to present issues for the Board's review. These records include the items and supporting material that USDB has submitted.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are not held by another institution and give vital historical information about the school.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7589

**TITLE:** Board of Education meeting agenda

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7575

3

**TITLE:** Board of Education minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the minutes of the Utah State Board of Education, which are published and sent to all Board members. The information may include studies, statistics, and fiscal legislation, as well as the minutes from the meetings. The Schools for the Deaf and the Blind maintain only the agenda items which pertain to them.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records are referred to for 3 years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9713

3

**TITLE:** Commencement programs

**DATES:** 1946-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These programs document the graduation ceremonies of the Utah Schools for the Deaf and the Blind. The information in the programs includes speakers, music, graduates and their honors, and the time and date of the commencement exercises.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of the programs.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10689

3

**TITLE:** Curriculum guides

**DATES:** 1924-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains guides and materials to assist teachers in their individual subjects. The guides include basic steps for introducing new concepts while reinforcing prior instruction. The areas of curriculum include: english, geography, history, language, reading, science, and vocational education.

**RETENTION:**

Permanent. Retain until administrative need ends

**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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the school's programs, achievements, academic courses, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9810

3

**TITLE:** Daily menu planning worksheets

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

The Food Services department of the Schools for the Deaf and the Blind uses these worksheets to plan their menus and track grocery inventory. The worksheets list what is on the daily menu by food group, and the quantity planned and consumed (lbs., cans, etc.).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on compliance with the three-year audit period adopted by the State Board of Education as part of its measures to control school lunch revenues based upon student apportionment according to UCA 53A-19-201 (1990).

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10057

3

**TITLE:** Deaf student classroom exercises videos

**DATES:** ca. 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are videos (in Beta format) of deaf students which document various classroom activities and students communicating in sign language.

**RETENTION:**

Permanent. Retain for 1 year(s) or until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office for 1 year or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting the school's achievements, programs, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9803

3

**TITLE:** Deaf-blind consultant records

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by student name

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These files are created by the Specialist for Deaf/Blind students to evaluate the educational needs and abilities of deaf/blind students and to plan a course of action for their education. The students are reevaluated every three years. The files are also referred to when the specialist receives calls from other school districts and teachers regarding a student's history. They contain copies of the student's evaluations, certificate of deaf-blindness, and related records. The originals are maintained as part of each student's permanent official record (blind student academic files, series 8438, or deaf student academic files, series 7723).

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the perceived administrative need for the files expressed by the Specialist for the Deaf/Blind in order to meet reference requests about a student's history and questions regarding prior student evaluations.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9803

**TITLE:** Deaf-blind consultant records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychological reports

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6571

1

**TITLE:** Deaf-blind grants

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These grants are created by the Utah Project for Children with Dual-sensory Impairment. This program helps educate children who are both blind and deaf. The records are used for the administration of the project, to collect data to support grant applications, and to evaluate services provided. Included are financial records, student information, and program information of subcontractors.

**RETENTION:**

Retain for 5 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after grant is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This disposition is based on 34 CFR 300.231 (1989), which states that local educational agencies receiving assistance for education of handicapped children under Part B of the Education of the Handicapped Act must maintain for five years records which show compliance. These records are subject to federal audit.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6571

**TITLE:** Deaf-blind grants

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9626

3

**TITLE:** Deaf-blind subject files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files document the concerns of the deaf-blind program at the Utah Schools for the Deaf and the Blind. Included is the state plan for the program, briefs summarizing activities of the state liason, other states or interstate programs, and correspondence between the liason and other states. The information includes student enrollment, student names, birthdates, the program they are in, and regarding the exceptional child center.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidential value of program files.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9626

**TITLE:** Deaf-blind subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Student names, birthdates, and individual programs.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9891

3

**TITLE:** Educational computer coordination system

**DATES:** 1986-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This computer system is used by the educational computer coordinator to track the inventory of hardware and software checked out to schools. Public schools use the software for teaching local deaf and blind students. Each school year, the coordinator reviews the previous year's inventory for new acquisition needs. The system contains a list of courseware (Speaking Speller, Daily Living Skills, Lessons in Syntax, Reader Rabbit, The Writing Workshop, Alien Addition, Galaxy Math Facts Game, Chemical Reaction, etc.); software variables (title, publisher, skill level, grade, audio capabilities, large print, etc.); and user information (teacher name, school, address, grade, and a description of what is issued to them). The system produces labels, user reports, and inventories. The agency program is supported by an Apple II GS computer.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9891

**TITLE:** Educational computer coordination system

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9756

3

**TITLE:** Educational support services administrative records

**DATES:** 1982-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are used as an administrative copy for the Educational Support Services section of the Utah Schools for the Deaf and the Blind. Included are copies of building plans, vehicle usage, student phone lists, policies, memos, and other miscellaneous items.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative value expressed by the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8553

3

**TITLE:** Elementary Department handbook

**DATES:** 1982-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This handbook is prepared by the Elementary Department of the school and is given to parents. It provides information about teachers, classrooms, attendance, health information, hearing aids, programs, transportation, dress code, physical education, parental visits, and rules.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

Paper copy: Retain in Office until administrative need ends or until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8553

**TITLE:** Elementary Department handbook

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10054

3

**TITLE:** Executive correspondence

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9809

3

**TITLE:** Food inventory log

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Food Services department of the Utah Schools for the Deaf and the Blind creates these records to track food supplies being stored or retrieved from the food storage area in the fallout shelter beneath the school cafeteria. The inventory allows the Food Services director to control inventory and plan for new purchases. The inventory form records item, unit size, amount, whether the quantity is going in or coming out of storage, date, and name of employee who retrieves the items.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the Food Services supervisor.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7722

3

**TITLE:** Foster care reimbursement records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document the payments made to those who provide foster care for deaf and blind students. The information includes amount paid, child's name, dates of care, caretaker's name, and signatures. The original copy is sent to the Division of Finance for seven years, after which it is destroyed. The school uses a duplicate copy for its administrative needs.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This disposition is based upon the audit requirements of general financial records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7722

**TITLE:** Foster care reimbursement records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9580

3

**TITLE:** Foster care subject files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by subject name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files were created by the business office as a reference file to track the foster care placement program. The files include handbooks for foster parents, bus schedules, child abuse information, newspaper articles, contracts between the Utah Schools for the Deaf and the Blind and the Department of Human Services for case worker monitoring services, foster parent pay rates (names, addresses, income information, telephone numbers), and general reading files and correspondence on subjects relating to foster care.

**RETENTION:**

Permanent. Retain for 6 year(s) after expiration of contractual agreement

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after termination of contract and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).

This disposition is based on the evidential value of these documents for the foster care program. Student foster care case files, series 9579, which also document this program, contain highly personal information and are not suited as a permanent record. The in-office retention is based on UCA 78-12-22 (1991), the statute of limitations for contracts.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9580

**TITLE:** Foster care subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Names, addresses, income information, and telephone numbers.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6556

3

**TITLE:** Fringe benefit and insurance options files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Employees use these reference files in the personnel office to determine which tax deferral programs and insurance coverages are available. The documents include brochures on insurance types such as accidental, life, and medical. Correspondence from companies about changes in policy may also be included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after and then transfer to Employee retirement file. and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Eighteen personal data elements identified by the State Records Committee

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9765

3

**TITLE:** Functional vision reports

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by teacher name, thereunder by student name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The vision skills specialist at the Utah Schools for the Deaf and the Blind, who is an educator, conducts vision testing of all students, including infants and preschoolers. The children are tested to determine how they use their eyes and to develop program suggestions for teachers. The functional vision report documents observations and assessments of visual skills and includes the following: eye reports from doctors, vision history, specific observations, visual acuity, and other medical information. The record copy becomes part of the student's academic file and is eventually microfilmed. This information serves as documentation of the student's vision at one point in time, especially in case of future disability. An administrative copy is held by the vision skills specialist. Parents may view this information but can only receive copies of eye reports from their doctors; school copies of eye reports are not official.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 25 years after record copy is in student academic files and then destroy.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9765

**TITLE:** Functional vision reports

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6567

3

**TITLE:** Hearing aid control cards

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by manufacturer, thereunder alphanumerical by make and serial number.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are retained by the Audiology section of the Deaf and Blind School to keep track of hearing aids owned by students or loaned by the school. Information on the cards includes the make and model of the hearing aid, whether the school or a student owns it, which student currently has it, when it was issued to that student, warranty information, purchase date, and where purchased.

**RETENTION:**

Retain until resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until hearing aid is replaced and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the need for documenting specific hearing aid models only for the period they are being used by students.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6567

**TITLE:** Hearing aid control cards

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Student names

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6574

3

**TITLE:** Hearing aid repair cards

**DATES:** 1978-

**ARRANGEMENT:** Chronological by date of repair

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These cards are used to document repairs to hearing aids. Information includes an analysis of the hearing aid, the setting it should be on, owner, make, serial number, explanation of defect, what was done to repair the hearing aid, and date repaired.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative value expressed by the agency. These records are only referred to for the current and previous year.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6593

1

**TITLE:** Inventory list of equipment

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by school department, thereunder by make of product

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an inventory listing which documents the equipment used by deaf students, such as FM systems, within each department of the school. Information includes make, model, serial number, inventory number, purchase date, and date issued to department.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The agency uses these records for three years, after which they are updated.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 851

3

**TITLE:** Legislative proposals

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These proposals document the programs, costs, enrollment projections, current services, and budget requests for the Utah Schools for the Deaf and Blind. The budget requests pertain to both a standard budget and a workload increase.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives 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).

This disposition is based on the potential information value the proposals have in outlining the resources the school uses. They might prove useful if incorporated within a history of the institution.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 851

**TITLE:** Legislative proposals

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10055

3

**TITLE:** Lesson planning books

**DATES:** 1960-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are lesson planning books used by teachers to calendar student activities in the classroom. Each day, items are listed such as "reading," "macaroni necklace artwork," "using scissors," etc. The records document daily curriculum for each class and may indicate unique teaching methods for disabled children.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This disposition is based on the informational value of the records which document teaching methods and curriculum used with deaf and blind students.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10055

**TITLE:** Lesson planning books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9880

3

**TITLE:** Library automated system

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by bar code number

**DESCRIPTION:**

The library computer keeps an inventory of books checked out and to whom, tracks overdue costs, and serves as a patron file of students, teachers, parents, and other school districts who use the library. The information includes name, address, occupation, and employer.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until updated and then erase.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9715

3

**TITLE:** Library equipment checkout records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by teacher name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These library records document requests and circulation of equipment. Included is the date, type of equipment wanted, equipment number, and teacher name.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9881

3

**TITLE:** Library request forms

**DATES:** 1988-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are requests made by teachers to document library services, such as copying or recording a videotape, laminating items, sending media items needed in the classroom, etc. The information includes name of teacher, school, type and date of event, and date items are needed.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 23975

3

**TITLE:** Literary Magazine

**DATES:** 1995-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The literary magazine is published on a yearly basis by the Utah Schools for the Deaf and the Blind. Students from all over the state are encouraged to submit their work(s), including stories, essays and poetry. Students also provide the magazine's illustrations.

**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).

Disposition based on the value of these records in documenting the students' work in publishing a magazine. Included is original art, poetry, and articles created or authored by the student body.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 23975

**TITLE:** Literary Magazine

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2018.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7579

3

**TITLE:** Local educational agencies policy book

**DATES:** 1984-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a loose-leaf policy book created by the Utah State Office of Education and divided into five volumes. These materials set guidelines for various issues, including funding, child abuse, and the destruction of records. The records contained in the volumes include memos by the Board of Education and Office of Education, information specifically for local educational agencies and institutions, and position papers.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until policy is superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the fact these these policies are not updated on a regular basis, but when they are, the previous policy may be destroyed. The originals are held by the Utah State Office of Education.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9752

3

**TITLE:** Periodical check-in cards

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These cards track the Deaf School library's receipt of periodicals for acquisition and inventory purposes. The information includes title, number of issues per year, and the ones received.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7595

3

**TITLE:** Photographs

**DATES:** 1905-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are loose black and white photographs, some mounted, which depict the buildings on the Monroe and 20th Street grounds of the Utah Schools for the Deaf and the Blind. Also included are group photos of people. These photos are held in the school vault. Additionally, there are nine 4 x 8 foot bulletin boards permanently covered with photographs. The images depict activities and scenes of campus life including academics, athletics, commencement exercises, superintendents, principals, vocational programs, buildings and grounds, support services, student activities, houseparents/supervisors, and deaf organizations in Utah.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Photographs: Retain in Office permanently.

Photographs copy: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

These photographs are valuable in showing the architectural heritage of the school.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7595

**TITLE:** Photographs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7591

3

**TITLE:** Policies and procedures manuals

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Policies and procedures approved by the school administrator that govern the operation and administration of various programs in the Utah Schools for the Deaf and the Blind.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**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 until superseded and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9681

3

**TITLE:** Program accounting registers

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These registers document the operating expenses of various school programs. The information includes type of program or service, warrant numbers, those being paid, amount, date of warrant, account balance, and student accounts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the standard audit requirements of general accounting records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9702

3

**TITLE:** Program grant records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the Title I grants requested and received through Public Law 89.313. When the Utah Schools for the Deaf and the Blind request funds, they describe program needs, the objectives of the program, and how it will be evaluated. These files contain the applications and correspondence. The information includes type of project, dates, type of employees needed, and proposed salaries.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidential value of the program through grant applications.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9801

3

**TITLE:** Program reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports are created by the Utah Schools for the Deaf and the Blind to document the progress of the school toward fulfilling its mission and meeting its program goals. The reports describe each of the school's divisions separately and provide both qualitative and quantitative analyses. Holdings: 1987-89

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These reports detail program goals of the Utah Schools for the Deaf and the Blind beyond the general summary provided by annual reports. Given the unique perspective of Utah's approach to blind and deaf education when compared to other programs around the country, these reports may prove useful to researchers interested in program evaluation.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6572

3

**TITLE:** Psychological test records

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by program, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are created by the school psychologist to help write the individual educational plan and determine the placement of each student. The information includes name, age, date of birth, program the child is in, tests administered (such as IQ), date test was done, parental permission, name of examiner, behavior rating scales, adaptive behavior tests, and letters to parents describing the results of the testing. A summary report (the record copy) is placed in the student's academic file, where it will eventually be microfilmed. The psychologist maintains an administrative copy of this report as well as the actual tests administered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 25 years and then destroy and transfer to student file.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 1358

3

**TITLE:** Publications

**DATES:** 1963-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, buildings, programs, services, and all other activities of the Schools for the Deaf and the Blind. This series 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.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 1358

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2018.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7696

3

**TITLE:** Purchase orders

**DATES:** 1970-

**ARRANGEMENT:** Alphanumerical by purchase order number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are orders used to document a purchase transaction and to notify the agency of purchase approval. In particular, the purchase orders are used for specific projects in which the school is involved. They help document that project to federal auditors.

**RETENTION:**

Retain for 7 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 2 years after completion of the project the records pertain to and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This disposition is based on federal audit requirements and the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8549

3

**TITLE:** Purchase requisitions

**DATES:** 1941-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are requisitions for supplies and equipment for current inventory. The information contains requisition number, date, company name, items ordered, and estimated cost. The records help document specific projects in which the school is involved. Both the records and their projects are subject to federal audit.

**RETENTION:**

Retain for 7 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 2 years after completion of the project the records pertain to and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on federal audit requirements and the administrative need expressed by the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8549

**TITLE:** Purchase requisitions

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8554

3

**TITLE:** Repair authorization order slips

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These slips document the repair orders for all departments needing electronic, janitorial, mechanical, or other type of repair service. Included is the description of the problem, name of department, authorized signature, and (if applicable) vehicle issue date.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9757

3

**TITLE:** Research review committee minutes

**DATES:** 1979-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Schools for the Deaf and the Blind  
**SERIES:** 9757  
**TITLE:** Research review committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9714

3

**TITLE:** Resource files

**DATES:** 1989-

**ARRANGEMENT:** Numerical with alphabetical subject and title index

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files are maintained by the Blind Parent Infant Program (PIP) office as a resource to parents and the general public. They include published articles and other information of interest to the school. The subjects include medical information, activities for children, behavior checklists, and communication issues.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the continuing administrative need of these files.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 83963

3

**TITLE:** Sights and Sounds of Utah Schools for the Deaf and the Blind

**DATES:** 1894-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

"Sights and Sounds of USDB" is a monthly newsletter produced by the Utah Schools for the Deaf and the Blind for public reference. The newsletter includes accounts of field trips, athletic activities, student accomplishments, and other notable events. Student and faculty articles are also published, providing a forum for personal expression. The series includes the newsletter's predecessors: "The Eaglet", "The News", "The Deseret Eagle", and "The Utah Eagle."

**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.

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

Microfilm duplicate: 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).

These newsletters document the history of the agency by providing accounts of field trips, athletic activities, student accomplishments, and other notable events.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 83963

**TITLE:** Sights and Sounds of Utah Schools for the Deaf and the Blind

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9812

3

**TITLE:** Special milk reimbursement claims

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These monthly claim reports document the number of daily milk servings to deaf and blind students during meals served at the school cafeteria. The reimbursement requests are filed monthly with the State Office of Education. All of the students at the Utah Schools for the Deaf and the Blind qualify for the Special Milk Program for Children under the Child Nutrition Act of 1966. The program under the administration of the U. S. Department of Agriculture encourages student consumption of milk by reimbursing nonprofit schools for the full cost or partial cost of milk served to their students. The claim reports include the following information: program name, claim period beginning and ending dates, number of students eligible, number of meals served, comparative statistics for prior month, average price paid to distributor for milk, number of 1/2 pints for federal reimbursement, price of milk, signature, and date.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after submission of the year-end Financial Status Report or until audit is complete and then destroy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9812

**TITLE:** Special milk reimbursement claims

(continued)

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on 7 C.F.R. 215.11 (1990), which states that each state agency shall retain program records "for a period of three years after the date of submission of the final Financial Status Report for the fiscal year, except that if audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit."

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7723

3

**TITLE:** Student files

**DATES:** 1940-

**ARRANGEMENT:** Chronological by birth date and thereunder alphabetical by surname.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Student files are maintained for all students as well as for deaf, hearing impaired, blind, visually impaired, infants and young children in the Parent Infant Program (PIP). These files include registration forms; information about the student's disability; medical and family history information; school attendance records; individual education plans (IEP); academic records; psychological reports; and test scores or results, including vision or hearing tests.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on program participant's possible need to use these records to secure disability or social security benefits. Thereafter the records will be valuable for documenting medical family history and for researching issues relating to people with disabilities.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7723

**TITLE:** Student files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychological reports

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9579

3

**TITLE:** Student foster care case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These case files document blind and deaf student adjustment to foster homes. They describe student problems, family relationships, and the students' mental and emotional growth during their stay at the foster home, as observed by the social worker. The files contain foster care agreements (student's name, foster parent signature, and date), a primary characteristics survey, and a Human Services summary.

**RETENTION:**

Permanent. Retain for 6 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after the student leaves the foster home and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).

This disposition is based on the historical value of these records. The office retention is based on UCA 78-12-22 (1991), the statute of limitations for contracts.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9579

**TITLE:** Student foster care case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6568

3

**TITLE:** Student health records

**DATES:** 1900-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files are held by the school nurse to document student immunizations and health information required by law and pertinent to the educational setting. The forms are completed by parents and doctors. Information includes student's last physical exam, immunization dates, health problems, hospitalization, handicapping conditions, medical procedures the school needs to perform on the child, allergies, medications, emergency numbers, medical records from hospitals and clinics, dental records, and data on growth patterns.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 4 years after student leaves school and then destroy and transfer to student academic file.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

This disposition is based on the administrative need expressed by the agency and the legal requirement that schools must keep immunization records three years after immunization, 42 C.F.R. 51b.105 (1989).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9569

3

**TITLE:** Student registrations

**DATES:** 1915-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These registration forms, completed by parents, are created by the Utah Schools for the Deaf and the Blind to determine eligibility and provide student background information. The applications used between the years 1915-1948 are stored separately from current registration forms (1948-), which become a part of student academic files and are eventually microfilmed. Applications include the following information: name, date of birth, where born, born deaf or blind, at what age hearing or sight was lost, cause of deafness or blindness, medical efforts made to restore functioning, ways of communication, medical data, names, residence, health of parents and grandparents, other deaf or blind relatives, parent's occupation, religious preference, and comments.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9569

**TITLE:** Student registrations

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the information value of student medical data to researchers and family members.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7721

3

**TITLE:** Student transportation reimbursement records

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Utah Schools for the Deaf and the Blind do not provide student transportation, so they reimburse parents for bringing their children to school if they live more than twenty-five miles from the campus. These files document this reimbursement. The information includes name of student, address, home school district, cost of transportation on Utah Transit Authority (UTA) buses, round trips traveled per day with private transportation, round trip mileage, address to which reimbursement is sent, car pool information, claimant's signature, reimbursement rate, effective dates, and the signature of the school's Support Services Manager. The original copy is sent to the State Division of Finance for seven years, after which they are destroyed.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the standard audit requirements of financial records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7721

**TITLE:** Student transportation reimbursement records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9582

3

**TITLE:** Student transportation subject files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files are created by the business office to document and coordinate student transportation to the school. Transportation has been an important service provided by the school since its beginning. When the majority of students used to live on campus, they would travel home on weekends, and arrangements would be coordinated through the school. Now the school pays for daily travel if the child lives more than twenty-five miles away. These files include transportation profiles, surveys, reimbursement reports, transportation committee reports, correspondence, and student behavior files detailing improper etiquette while riding in school vehicles.

**RETENTION:**

Permanent. Retain for 6 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical documentation of the transportation program through committee reports and correspondence. More interesting are the behavior files which provide a glimpse of student life that is not documented elsewhere.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9582

**TITLE:** Student transportation subject files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Student behavior files

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9611

3

**TITLE:** Student tutoring lessons

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by student surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Speech teachers create folders for each student tutored. Daily lesson plans are held within the folders and describe that day's objective, activity, and the results of the tutoring. The tutoring may be done by other students. The information includes name, date, lesson number, and comments.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon the administrative needs expressed by the agency.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9596

3

**TITLE:** Superintendent administrative files

**DATES:** 1959-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files are created by the superintendent's office. They serve as the official correspondence and subject files for the Utah Schools for the Deaf and the Blind. They document accreditation and evaluation, administration (organization, policies), associations, buildings and grounds, budget and business affairs, committees and councils, executive correspondence, external funding, government, instruction and curriculum development, personnel subject files, reports (annual, master plans), special services, staff development, student activities (residential, graduation, mainstreaming), and transportation. The information also includes IQ scores from the 1954-1971 classes.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based upon the primary evidential value of the information available to the superintendent to make authoritative decisions on behalf of the Utah Schools for the Deaf and the Blind, and the decisions themselves.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9596

**TITLE:** Superintendent administrative files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Controlled. IQ scores of students

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9612

3

**TITLE:** Superintendent's budget correspondence

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are maintained by the superintendent and mostly contain correspondence about budget matters. Subjects include legislative appropriations, salaries, teacher negotiations, federal proposals for the Parent Infant Program (PIP), campus issues, two-principal program, and a survey of teachers.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6613

3

**TITLE:** Teacher credentials

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are created by the personnel office to keep track of individual teacher's credentials. The information is used to help determine salaries on a year-by-year basis and is also used to compile teacher turnover rates throughout the history of the school. Information includes teacher's years of experience, educational degree, whether the teacher has been certified for special education, number of contract days, and salary. The records also may contain correspondence pertaining to certification.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the needs expressed by the agency. Historical turnover reports are completed about every ten years.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6613

**TITLE:** Teacher credentials

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Salary information

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9762

3

**TITLE:** Vision screening for public school children

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by screening site, thereunder by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Vision screening of public school children is conducted by the Vision Skills Specialist from the Utah Schools for the Deaf and the Blind. The screening takes place in public schools or in other community centers. This is done in order to identify children with eye problems who may need special schooling. Included in the screening is the functional vision report (series 9765). The school maintains these records regardless of whether the tests were positive or negative. The records of children whose eye problems are severe enough to be helped by the Utah Schools for the Deaf and the Blind are maintained separately.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative need expressed by the agency. They are uncertain how long the information will be valuable, but they will reevaluate the retention period in 1994.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9762

**TITLE:** Vision screening for public school children

(continued)

**PRIMARY DESIGNATION:**

Private