Retention and Classification Report

Agency: Board of Education. Office of Education. Services for At-Risk Students (1942)

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
801-538-7714

Records Officer: _____

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AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12863 1
TITLE: Chapter 1 grants to school districts files
DATES: 1984-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records concern grants administered by the Services for Students At-Risk Section. The grants are the distribution of money received by Utah under Title I, Chapter 1 of the Elementary and Secondary Education Act (P.L. 89-10). Included are warrant requests, indicating the name and number of the vendor, a bill from the vendor, description and cost of items purchased, and accounting information such as the control number, organization code, account, and the signature of the administrator who is to be charged; Awarded Funds Approval Forms, showing an abstract of the expenditures, the objective of the award, funding source and type, Utah State Office of Education distribution codes, and approval by the associate superintendent, director of Finance, controller, and superintendent for public instruction; and correspondence related to the grants.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12863
TITLE: Chapter 1 grants to school districts files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12862 1
TITLE: Chapter 1 performance reports
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Services for Students At-Risk Section administers programs which are authorized and funded under Chapter 1, Title I of the Elementary and Secondary Education Act (P.L. 89-10) and a performance report is made each fiscal year to the U.S. Department of Education, as required by 34 CFR 74.81 (1992). This report includes a list of state operated programs receiving chapter 1 funds, including the number of students served total and by age group, descriptions of the program, and use of funds; local education agency (school district) counts of chapter 1 eligible students and expenditures therefor; and tables and graphs indicating the number of students with different types of handicaps.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which specifies "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12862
TITLE: Chapter 1 performance reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12858 3
TITLE: Children with disabilities reports
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
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:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12911 1
TITLE: Communication disorders correspondence
DATES: ca. 1966-
ARRANGEMENT: Alphabetical by correspondent name
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12918 3
TITLE: Corrections education grant applications
DATES: 1992-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

In 1992, the State Legislature passed a law, UCA 53A-1-403.5, stating that the Utah State Office of Education would be responsible for providing educational services to persons in the custody of the Department of Corrections. These services are conducted through contracts with local school districts. As of 1993, three school districts are participants in the program: Iron School District, Jordan School District, and South Sanpete School District. This series includes the applications which are filed for funds under this law. The applications show the applicant's name, address, and county; application date; project beginning and ending dates; name of program; program director; type of project; budget summary; detail of individuals to be employed, including name, title, salary, benefits, and social security number; abstract of program; statement of need; and objectives, activities, and means of evaluation.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after end of grant period and then destroy.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12918
TITLE: Corrections education grant applications

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12916 1
TITLE: Drug-Free Schools applications
DATES: 1987-
ARRANGEMENT: Alphabetical by school district
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series is composed of grant applications filed by schools or school districts for funding under the Drug-Free Schools and Communities Act of 1986 (title V of the Elementary and Secondary Education Act, P.L. 89-10 as amended), along with any related correspondence or other documentary materials for drug education and prevention programs. The applications include the school or district's name, address, and phone number; date of application; expenditure period; names of project director and his immediate supervisor; name of program; amount requested; certification by local superintendent that the local entity will comply with attached assurances; budget information; name, salary, benefits and primary responsibility of each person proposed to be hired for the project; detailed accounting of proposed purchasing of professional and technical services; narrative description of project; and identification of all members of local or regional advisory councils.

RETENTION:

Retain for 3 year(s) after final action

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 5 years after rejected or grant period ends and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12916
TITLE: Drug-Free Schools applications

(continued)

facilitate an effective audit ... 5 years."

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12866 1
TITLE: Drug-Free Schools Program grants to school districts
DATES: 1984-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records concern grants administered by the Services for Students At-Risk Section for the distribution of money received by Utah under Title V of the Elementary and Secondary Education Act (P.L. 89-10). The records include warrant requests, indicating the name and number of the vendor, a bill from the vendor, description and cost of items purchased, and accounting information such as the control number, organization code, account, and the signature of the administrator who is to be charged; Awarded Funds Approval Forms showing an abstract of the expenditures, the objective of the award, funding source and type, Utah State Office of Education distribution codes, and approval by the associate superintendent, director of Finance, controller, and superintendent for public instruction; and correspondence related to the grants.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12866
TITLE: Drug-Free Schools Program grants to school districts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12864 1
TITLE: Drug-Free Schools Program performance reports
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Services for Students At-Risk Section administers programs which are authorized and funded under Title V of the Elementary and Secondary Education Act (P.L. 89-10). The section submits a performance report every fiscal year to the U.S. Department of Education. This report includes a list of state operated programs receiving funds, the number of students served total and by age group, descriptions of the program, and use of funds; local education agency (school district) counts of eligible students and expenditures; and tables and graphs indicating the number of students with different types of handicaps.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12864
TITLE: Drug-Free Schools Program performance reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12905 3
TITLE: Gang prevention grant applications
DATES: 1993-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Beginning in 1993, under the authority of UCA 53A-15-601, the Utah State Office of Education started to administer a competitive grant program which distributes state funds to local schools. These funds are to be used to establish and maintain gang prevention and intervention programs. State funds for local programs are distributed on the basis of a competitive application process. This series is composed of the applications for funding under this program, letters of support, award letters, and reviewers' notes. Information on the application includes the school and district applying for funds; starting and ending dates; project director's name, title, address, and phone number; state, local and total budget; signature of district superintendent; names, titles, and agency affiliations for staff involved in development of the program; nature of gang activity in school; target population; past efforts in gang prevention; planned family and student outcomes; means for assessing success of program; narrative summary of project; case files management methodologies; verification of director's experience or training in gang prevention or intervention; budget detail, including the grant, local, in kind, and total shares for salaries, employee benefits, professional and technical services, inservice activities, supplies and materials, equipment, evaluation costs, travel indirect costs, and totals; and assurances of intended compliance with Board of Education rules and applicable statutes. In-house reviewers' notes include application number; checklist of items to assure that the application is complete; decision as to whether or not to forward to the program's evaluation panel; name, title, and signature of reviewer; and date of review. Evaluation panel review notes include a rating between 1 and 5 for verification of gang activity, project coordinator's role and qualifications, program content and service provisions, nature of program's impact, effective collaboration and planning, research quality, budget, prospects for continuation and replicability, evaluation techniques; recommendation to fund, not fund, or fund with modifications; notes of comments of reviewer; reviewer's name and signature; date of review and grant number.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12905
TITLE: Gang prevention grant applications

(continued)

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after end of grant or rejection of application and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Private. Any home addresses and phone numbers [UCA 63G-2-302(1)(e) (2008)]

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 07/2017.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12859 1
TITLE: General Education Provisions Act reports
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The General Education Provisions Act (GEPA, P.L 90-247), as amended, requires that state agencies which administer certain applicable U.S. Department of Education programs provide annual reports to the Secretary of Education. These are the reports, which include a list of all grants and contracts made by the state agency with local agencies, amount of funds which were available to the state, and the appropriations which authorized those funds.

RETENTION:

Retain for 5 year(s) after completion of publication or report

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 5 years after filing with United States Department of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12859
TITLE: General Education Provisions Act reports

(continued)

PRIMARY DESIGNATION:

Public — P.L. 90-247, sec. 1221(a)(3) requires that these reports be public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12923 1
TITLE: General education development test scores
DATES: ca. 1945-
ARRANGEMENT: Chronological, thereunder alphabetical by student surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are the test results for people taking the General Education Development (GED) test in the state of Utah. The record includes the name, address, social security number, and score for each individual taking the test, and the name of the testing center.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1945 through 1988. Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the informational value that such records hold, similar to that of academic transcripts.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(20)(d)

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12922 3
TITLE: General educational development test contracts
DATES: ca. 1945-
ARRANGEMENT: Chronological by agreement date
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

The Utah State Office of Education (USOE) is the contractor for the private firm which creates and administers the General Educational Development (GED) program. USOE acts as the official caretaker of the records of the GED program in Utah. These contracts specify the terms and conditions of USOE's participation in the GED program.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination and final payment and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 19987 3
TITLE: Homeless Children and Youth in Utah reports
DATES: 1990-
ARRANGEMENT: Chronological
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

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).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12914 1
TITLE: Learning disorders correspondence
DATES: ca. 1975-
ARRANGEMENT: Alphabetical by correspondent name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12906 3
TITLE: Local interagency council applications
DATES: 1991-
ARRANGEMENT: Alphabetical by name of local interagency council.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Under the Agencies Coming Together for Children and Youth at Risk Act (UCA 63-75-1, et seq.), local interagency councils (LICs) may be formed to assist in providing services to youth who are at risk and need service intervention from more than one agency. LICs include representatives from child welfare, mental health, education, juvenile justice, youth corrections, substance abuse, health, developmental disabilities, and parents. LICs may receive state money on a non-competitive basis; however, they must apply for the funds. This series includes the applications for funds, correspondence, and any other documentation related directly to the LIC applications. The application includes the name, address, and phone numbers of the LIC; geographic area served by the LIC; proposal contact person's name, title, agency, address, and phone numbers; agency acting as the fiscal agent, including address, phone numbers, federal identification number; LIC membership names, titles, and agency affiliation; target population; LIC mission statement; relationship between the LIC and other local programs; number of students to be served with these funds; description of services to be provided; and budget information.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of grant and then destroy.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12906
TITLE: Local interagency council applications

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Any home phone numbers or addresses [UCA 63G-2-302(1)(e) (2008)]

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12889 1
TITLE: Migrant education annual applications from local agencies
DATES: ca. 1971-
ARRANGEMENT: Chronological, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This series is composed of the applications which the Utah State Office of Education receives from the school districts seeking funds to operate a migrant education program. The United States Department of Education provides funds under Chapter 1, Title I of the Elementary and Secondary Education Act (P.L. 89-10) for states to administer this Program. The migrant education program in Utah currently has ten sites which receive funds from the state migrant education program. The services are provided for children of migrant agricultural workers and recently settled, previously migrant families in a summer-only education program. They contain the following information: name of school district and contact person; year covered by plan; certifying signature of school officer; description of procedure for determining numbers and level of deprivation of migratory students; results of foregoing needs assessments; procedures to ensure that migratory students have priority over formerly migratory students; enumeration of desired outcomes; plans for identifying and recruiting students; numbers of anticipated students residing in the area and number of students served by migratory status, age, and grade level; services to be provided to migratory students in private schools; coordination of effort with other governmental entities; use of Migrant Student Record Transfer System; description of parental participation; sufficiency of program size; budget summary; names of administrators, teachers, aides, and other personnel along with their salary and benefit costs; and detail of other budget items.

RETENTION:

Retain for 5 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12889
TITLE: Migrant education annual applications from local agencies

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after filing final report with U.S. Dept. of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 80.42(b) (1992), which requires that program records be retained for five years after submission of final expenditure report.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12871 1
TITLE: Migrant education certificates of eligibility
DATES: ca. 1971-
ARRANGEMENT: Chronological by year of eligibility, thereunder alphabetical by school district, thereunder by student surname
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This series is composed of certificates of eligibility which the local migrant education personnel collect. These certificates are used as the source documents for enrolling migrant children in the migrant education program, which is administered by personnel within the Services for At-Risk Students section. The certificates show the school district name and number; year of enrollment; names of the parents or guardians of the children; names of the children in the family along with their sex, birthdate, means of verification of birthdate, and birthplace; school district from which children moved; people who came with children; qualifying arrival date; migrant status; source of information; signature of interviewer; a certifying signature; language of instruction; race, age, grade, and student identification number; comments; and parental authorization for children to participate in the program.

RETENTION:

Retain for 5 year(s) after completion of publication or report

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 5 years after filing final report with U.S. Dept. of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 80.42(b) (1992), which requires that program records be retained for five years after submission of the final expenditure report.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12871
TITLE: Migrant education certificates of eligibility

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a) (2008)

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12870 3
TITLE: Migrant education correspondence
DATES: ca. 1971-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.60 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

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 needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12870
TITLE: Migrant education correspondence

(continued)

SECONDARY DESIGNATION(S):

Private.	Any personally directed comments [UCA 63G-2-302(2)(d) (2008)] or disclosure of individual identities of students receiving MEP services [UCA 63G-2-301(1)(a) (2008)]

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12894 1
TITLE: Migrant education federal grant applications
DATES: ca. 1971-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series is composed of grant applications to the United States Department of Education (USDE), which provides funds under Chapter 1, Title I of the Elementary and Secondary Education Act (P.L. 89-10) for states to administer Migrant Education Programs. Correspondence and amendments to the original application may also be included. The migrant education program in Utah currently has ten sites which receive funds from the state migrant education program. These services are provided for children of migrant agricultural workers and recently settled, previously migrant families in a summer only education program. Each year, the Utah State Office of Education (USOE) must apply for funds from USDE. The application includes the identification of the agency and contact person; certification of the truthfulness of application contents; a state level program plan, including application type, needs assessment, objectives and forms of evaluation, procedure for identification and recruitment of students, description of anticipated program beneficiaries, location of sites, services to be provided to private school children, means of coordination with other programs, coordination with other states, parental participation, fiscal and administrative requirements; local project plans, including procedures for assuring proper use of USDE funds, sufficiency of size and scope of program, local parental involvement, local coordination of services, local complain resolution procedures; budget sheets for state and local agencies; identification, salary, resumes, and qualifications of USOE personnel assigned to the Migrant Education Program; map of site locations; and assurances to abide by USDE rules and regulations.

RETENTION:

Retain for 5 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12894
TITLE: Migrant education federal grant applications

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after filing final report with U.S. Dept. of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 80.42(b) (1992), which requires that program records be retained for five years after submission of final expenditure report.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12890 1
TITLE: Migrant education reimbursement requests
DATES: 1988-
ARRANGEMENT: Chronological, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are the requests to the Utah State Office of Education (USOE) for reimbursement of program funds, which come from the local agencies who provide the migrant education services directly to the students. They are maintained in three-ring binders and contain C-20 Awarded Funds Approval Forms, indicating the recipient agencies, abstract and object of award, funding source and type, USOE distribution codes, and approvals; copies of Card 4 forms indicating the distribution of funds to individual school districts; and copies of related correspondence between USOE and the local school districts.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

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

This disposition is based on 34 CFR 80.42(b) (1992), which requires that program records be retained for five years after submission of final expenditure report.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12890
TITLE: Migrant education reimbursement requests

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 84420 3
TITLE: Migrant education reports
DATES: 1971-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain for 5 year(s) after completion of publication or report

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after filing final report for fiscal year with USDE and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12892 1
TITLE: Migrant education review files
DATES: ca. 1971-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Every summer, the Migrant Education Program personnel in the Services for At-Risk Students Section send a team to make an on-site visit to each of the schools providing migrant education to evaluate their program. These files include the notes of the members of the review team. The notes are on a prepared form which lists the items to be reviewed. The particulars of the list will vary from school district to school district in accord with their declared desired outcomes.

RETENTION:

Retain for 5 year(s) after completion of publication or report

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 5 years after filing final report with U.S. Dept. of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 80.42(b), which requires that program records be retained for five years after submission of final expenditure report.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12892
TITLE: Migrant education review files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Individual identification of any student [UCA 63G-2-302(1)(a) (2008)]
Protected.	Any personally directed comments [UCA 63G-2-305(8)(a)-(c) (2008)]

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12893 1
TITLE: Migrant education review letters
DATES: ca. 1971-
ARRANGEMENT: Chronological, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Every year, Migrant Education Programs personnel within the Services for At-Risk Students Section send teams to each school district operating migrant education programs to review and make recommendations on their programs. The notes of the team members (Migrant education review files, series 12892) are compiled into a review letter which is sent to the school district. The letters contain a summary of the findings of the review team, recommendations for improvement, and commendations for exceptional programs.

RETENTION:

Retain for 5 year(s) after completion of publication or report

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 5 years after filing final report with U.S. Dept. of Education and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 80.42(b) (1992), which requires that program records be retained for five years after submission of final expenditure report.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12893
TITLE: Migrant education review letters

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Individual identification of any student [UCA 63G-2-302(1)(a) (2008)]
Protected.	Any personally directed comments [UCA 63G-2-305(8)(a)-(c) (2008)]

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12891 1
TITLE: Migrant education student register
DATES: 1983-
ARRANGEMENT: Chronological, thereunder alphabetical by site name, thereunder by student surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This register documents the migrant students who are participating in the Migrant Education Program. It is used as a reference tool for the current year and has no value at the close of the program in the summer for which it is prepared. Information includes student name, race, age, grade level, migratory status, sex, and birthdate.

RETENTION:

Retain for 1 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 1 year or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a) (2008)

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12857 3
TITLE: Publications
DATES: 1961-
ARRANGEMENT: Chronological
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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 historical value(s).

Publications document the history and functions of an agency. Publications have ongoing research value.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12857
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12896 3
TITLE: School-based interagency collaboration approved requests for funds applications
DATES: 1993-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district.
ANNUAL ACCUMULATION: 0.70 cubic feet.
DESCRIPTION:

The School Based Interagency Collaboration effort is funded under UCA 63-75-1 et seq. (1993) and is designed to encourage cooperation amoung the Department of Human Services, State Office of Education (USOE), Department of Health, and the Office of the Court Administratory in order to provide services to At-Risk youth. Funds are provided to local school districts which organize local interagency efforts. This record series is composed of the applications for funding which were filed by school districts and approved for funding by USOE. Applications for funds show the project name and address, contact person, fiscal agent, amount requested, type of funds requested, identification of coordinating council, identification of case management team, abstract, statement of need, narrative description of proposed project, objectives, activities, personnel, number of students expected to be served, a budget plan, associated correspondence, and letters of support from local officials or community leaders.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after grant expires and then destroy.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12896
TITLE: School-based interagency collaboration approved requests for funds applications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12895 1
TITLE: School-based interagency collaboration correspondence
DATES: 1990-
ARRANGEMENT: Alphabetical by correspondent name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series contains the correspondence of the At-Risk personnel responsible for Interagency Collaboration. These communications would usually be with school districts and other agencies involved in the Interagency Collaboration effort, particularly the Department of Human Services and the Department of Health. These records are interfiled with School-based interagency collaboration technical reference files, series 12898.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12897 3
TITLE: School-based interagency collaboration rejected requests for funds applications
DATES: 1993-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district.
ANNUAL ACCUMULATION: 0.70 cubic feet.
DESCRIPTION:

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after grant application is rejected and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12953 3
TITLE: Special education due process hearing transcripts
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

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 Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until administrative need ends 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).

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12953
TITLE: Special education due process hearing transcripts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12869 1
TITLE: Special education grants to school districts
DATES: 1984-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records concern grants of money received by Utah under the Individuals with Disabilities Education Act (P.L. 99-457), which funds are administered by the Services for Students At-Risk section. The records include warrant requests, indicating the name and number of the vendor, a bill from the vendor, description and cost of items purchased, and accounting information such as the control number, organization code, account, and the signature of the administrator who is to be charged; Awarded Funds Approval Forms showing an abstract of the expenditures, the objective of the award, funding source and type, Utah State Office of Education distribution codes, and approval by the associate superintendent, director of Finance, controller, and superintendent for public instruction; and correspondence related to the grants.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12869
TITLE: Special education grants to school districts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12868 1
TITLE: Special education performance reports
DATES: 1988-
ARRANGEMENT: Chronological by fiscal year
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Services for Students At Risk section submits a performance report each fiscal year to the U.S. Department of Education regarding programs it administers and funds under the Individuals with Disabilities Education Act (IDEA, P.L 99-457). This report includes a list of state operated programs receiving chapter 1 funds, including the number of students served total and by age group, descriptions of the program, and use of funds; local education agency (school district) counts of chapter 1 eligible students and expenditures; and tables and graphs indicating the number of students with different types of handicaps.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on 34 CFR 76.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the state or subgrantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12868
TITLE: Special education performance reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12899 1
TITLE: Special health care needs correspondence
DATES: 1990-
ARRANGEMENT: Alphabetical by correspondent name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series contains the correspondence of the Special Education personnel within the Services for At-Risk Students Section responsible for Special Health Care Needs programs. These communications could be with anyone, but would generally be with local schools or school districts regarding the programs. This series is interfiled with Special health care needs technical reference files (series 12900), Traumatic brain injury correspondence (series 12903), and Traumatic brain injury technical reference files (series 12904).

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12901 1
TITLE: Strategic planning correspondence
DATES: 1990-
ARRANGEMENT: Alphabetical by correspondent name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12903 1
TITLE: Traumatic brain injury correspondence
DATES: 1990-
ARRANGEMENT: Alphabetical by correspondent name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12919 3
TITLE: Utah Corrections Education Advisory Council (UCEAC) minutes
DATES: ca. 1987-
ARRANGEMENT: Chronological by meeting date
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This series includes the official minutes of monthly UCEAC meetings. These minutes are retained within the Services for At-Risk Students Section. They document the people present at the meeting, date, items discussed, and the decisions made or directives issued there.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12910 3
TITLE: Utah Project for Integration conference video tapes
DATES: 1992-
ARRANGEMENT: Alphabetical by title, thereunder chronological by year of event
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

The Utah Project for Integration conducts two different annual conferences, both of which are videotaped. These records are videotapes of the following: Peer Power (1992-) and Inclusion Conference (1993-).

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

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.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12908 3
TITLE: Utah State Board of Education Advisory Committee for the Handicapped (USBEACH) minutes
DATES: ca. 1990-
ARRANGEMENT: Chronological by meeting date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series includes the official minutes of the USBEACH meetings. These minutes are retained within the Services for At-Risk Students Section within the State Office of Education. The minutes document the people present at the meeting, date of meeting, items discussed, and the decisions made or directives issued there.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12921 3
TITLE: Utah Youth in Custody Coordinating Council minutes
DATES: 1978-
ARRANGEMENT: Chronological by meeting date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series includes the official minutes of the monthly Utah Youth in Custody Coordinating Council, created by legislative authority under UCA 53A-1-403(4). These minutes document the people present at the meeting, date, items discussed, and the decisions made or directives issued there.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12920 3
TITLE: Youth in custody education grant applications
DATES: 1978-
ARRANGEMENT: Alphabetical by school district.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Under UCA 53A-1-403, the Utah State Office of Education is responsible for providing educational services to youth in the custody of the Department of Corrections. This series includes the applications which are filed by school districts for funds under this law. The applications show the applicant's name, address, and county; application date; project beginning and ending dates; name of program; program director; type of project; budget summary; detail of individuals to be employed, including name, title, salary, benefits, and social security number; abstract of program; and statement of need; objectives, activities, and means of evaluation.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after end of grant period and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Board of Education. Office of Education. Services for At-Risk Students

SERIES: 12920
TITLE: Youth in custody education grant applications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.