Retention and Classification Report

Agency: Professional Practices Advisory Commission (2509)

250 East 500 South
Salt Lake City, UT 84111-3204
801-538-7500

Records Officer: _____

27535	Annual reports
19574	Utah Professional Practices Advisory Commission (UPPAC) minu
23860	Utah Professional Practices Advisory Commission case files
25634	Utah Professional Practices Advisory Commission investigativ

AGENCY: Professional Practices Advisory Commission

SERIES: 27535 3
TITLE: Annual reports
DATES: 1973-
ARRANGEMENT:
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:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

Publications have long-term evidentiary and research value.

AGENCY: Professional Practices Advisory Commission

SERIES: 27535
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Professional Practices Advisory Commission

SERIES: 19574 3
TITLE: Utah Professional Practices Advisory Commission (UPPAC) minutes
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Records created by a committee or conference, including advisory committees, 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. May include audio and video recordings if minutes are not taken.

RETENTION:

Permanent. Retain for 3 year(s) after approval of minutes

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 for 3 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 Office permanently.

Computer data files: Retain in Office for 3 years after minutes are approved and then transfer to State Archives with authority to weed.

AGENCY: Professional Practices Advisory Commission

SERIES: 19574
TITLE: Utah Professional Practices Advisory Commission (UPPAC) minutes

(continued)

APPRAISAL:

These records have historical value(s).

Records in this series document agency history and functions.
These records have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Professional Practices Advisory Commission

SERIES: 23860 3
TITLE: Utah Professional Practices Advisory Commission case files
DATES: 1973-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These case files are compiled and retained based on complaints against licensed educators. They are used to make disciplinary decisions. Documents include investigative work of Utah Professional Practices Advisory Commission employees, law enforcement and court reports, hearing reports, and letters or agreements completing the disciplinary process. Prior to 1997, attorney work product was included in these files.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These files need to be available throughout the teaching career of the individual.

AGENCY: Professional Practices Advisory Commission

SERIES: 23860
TITLE: Utah Professional Practices Advisory Commission case files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10)(2015)

AGENCY: Professional Practices Advisory Commission

SERIES: 25634 3
TITLE: Utah Professional Practices Advisory Commission investigative files
DATES: 1997-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These files document complaints against licensed educators. They are maintained by the staff attorney as a separate investigative file from the Utah Professional Practices Advisory Commission case files (series 23860). They are used to make disciplinary decisions. Documents include investigative work of Utah Professional Practices Advisory Commission employees, law enforcement reports, court records, hearing decisions, attorney work product, and letters or agreements completing the disciplinary process.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These files need to be available throughout the teaching career of the individual.

AGENCY: Professional Practices Advisory Commission

SERIES: 25634
TITLE: Utah Professional Practices Advisory Commission investigative files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(17)