Retention and Classification Report

Agency: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business
309 E. 100 So.
Salt Lake City, UT 84111
533-5191

Records Officer

82858	Annual budget reports from the Utah State Office of Educatic
82848	Assigned and unassigned vending machine income files
82859	Budget working papers
82849	Data input sheets
82853	Director's administrative files
82852	Health, Education, and Welfare/Health and Human Services
82855	Leave slips
82851	Merchandise inventories
82845	Monthly and year end reports
82847	Operating stand envelopes
82857	Personnel files
82854	Policies and procedures manual
82846	Requests for payment and "set aside" receipts
82844	Vending stands case histories
82850	Vending stands personnel files
82856	Warrant requests

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82858 3

TITLE: Annual budget reports from the Utah State Office of Education

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

General Schedule 5 Item 5(a).

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82848 3

TITLE: Assigned and unassigned vending machine income files

DATES: 1980-

ARRANGEMENT: alphabetical by location of stand

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files document the income gained from vending machines placed in public buildings throughout the state and indicate whether the account is federal or non-federal. They include photocopies of checks, log of checks, location of vending machine, and name of operator if assigned.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on agency and federal audit needs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82859 3

TITLE: Budget working papers

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain 1 year after close of fiscal year covered by budget.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after close of fiscal year covered by budget and then destroy.

APPRAISAL:

Administrative Fiscal

General Schedule 5 Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82849 3

TITLE: Data input sheets

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are working papers generated from information contained in the Operating Stand Envelopes and used for data entry to account for the operation of the vending stands. They include dates, wage information, weekly totals of sales and expenditures, name and location identification number.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative

This retention is based on agency needs and General Schedule 6 Item 4(a).

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82849

TITLE: Data input sheets

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home addresses and wage information are private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82853 3

TITLE: Director's administrative files

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are working papers of the director of the program. They include correspondence, floor plans, bid information, names, addresses, and issues relating to the operation of the Business Enterprises Program.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal Historical

General Schedule 23:1 lists a two year retention for general housekeeping administrative files. Program correspondence, however, has a permanent retention.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82853

TITLE: Director's administrative files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Personnel and client issues are private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82852 3

TITLE: Health, Education, and Welfare/Health and Human Services memoranda

DATES: [ca. 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These memoranda from federal agencies indicate policy guidelines and procedures for the Business Enterprise Program. This record series includes memoranda from various federal agencies.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal

This retention is based on agency needs relating to federal audit requirements and general administration of the program.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82855 3

TITLE: Leave slips

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the agency copies of leave applications.

RETENTION:

Retain 1 year after employee has signed annual leave compilation card.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after employee has signed annual leave compilation card and then destroy.

APPRAISAL:

Administrative

General Schedule 2 Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82851 3

TITLE: Merchandise inventories

DATES: [ca. 1958-

ARRANGEMENT: Alphabetical by stand location

ANNUAL ACCUMULATION:

DESCRIPTION:

These are initial inventories of merchandise held by the vending stands. The inventories are now included in the Vending Stand Histories. The information includes name of stand, list of merchandise to be sold.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal

General Schedule 3 Item 10(a).

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82845 3

TITLE: Monthly and year end reports

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are computer-generated reports which indicate the cumulative totals of sales and wages and chart the operations of the vending stand. They include name and home address of vending stand operators, dates, operator and location identification code, totals of gross sales, and wages.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal

This retention is based on the needs of the agency for planning and audit trails.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82845

TITLE: Monthly and year end reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Reports, home addresses and wage information are private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82847 3

TITLE: Operating stand envelopes

DATES: 1986-

ARRANGEMENT: Alphabetical by name of operator

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These envelopes contain all receipts generated by the operation of the vending stands and are used to verify expenditures and income, and for data entry for the Data Input Sheets. This record series includes name of operator, location of stand, dates, cost of goods, gross sales, operating expenses, wages paid, weekly totals, and all receipts.

RETENTION:

Retain until end of year.

DISPOSITION:

Return to vending stand operator.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until end of year and then return to vending stand operator.

APPRAISAL:

Administrative Fiscal

The Business Enterprise Program verifies the information written on the outside of the envelope using the receipts contained inside. The information is entered into the computer and is no longer needed by the program after the end of the year.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82847

TITLE: Operating stand envelopes

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home addresses and wage information are private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82857 3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain 1 year after separation or transfer.

DISPOSITION:

Destroy provided unique material placed in official file

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation or transfer and then destroy provided unique material placed in official file.

APPRAISAL:

Administrative

General Schedule 1 Item 18.

PRIMARY CLASSIFICATION:

Public There are 17 data elements which are public information

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82857

TITLE: Personnel files

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82854 3

TITLE: Policies and procedures manual

DATES: umdated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs.

RETENTION:

Retain until superseded.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

General Schedule 16 Item 1(a) and (c).

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82846 3

TITLE: Requests for payment and "set aside" receipts

DATES: 1980-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are copies of receipts for funds received by the vending stands operators. The operators are billed 10% of the stand net income for the upkeep and repair of the stands. This record series includes copies of the request for payment and a copy of the receipt, name of the operator, amount of funds set aside.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal

This retention is based on the administrative and audit needs of the agency.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82846

TITLE: Requests for payment and "set aside" receipts

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home addresses and wage information are private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82844 3

TITLE: Vending stands case histories

DATES: 1978-

ARRANGEMENT: Alphabetical by stand name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files provide a complete history of vending stands operated by the visually handicapped, and which chart operations, development, remodeling, and closure. They includes copies of contracts established between the Division of Services for the Visually Handicapped and the building where the stand is housed, copies of contracts established between Business Enterprise Program and the operator, progress notes, floor plans, copies of purchase authorizations, equipment inventories, financial documents, narrative evaluation reports, correspondence, merchandise inventories, and documentation relating to the operation, repair, and closure of the stands.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82844

TITLE: Vending stands case histories

(continued)

APPRAISAL:

Administrative Legal

This retention is based on agency needs and 34 CFR 401.19(10) which indicates a five year retention for evaluation of vocational programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82850 3

TITLE: Vending stands personnel files

DATES: 1987-

ARRANGEMENT: Alphabetical by operator name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are files maintained for the vending stand operators and document their history working with the program. These files include name of operator, locations of stands, correspondence, insurance files, credit union account statements, referral forms, and other documentation relating to the operators.

RETENTION:

Retain 5 years after operator leaves program.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after operator leaves program and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs and 34 CFR 401.19(10) which indicates a five year retention for evaluation of vocational programs.

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise

SERIES: 82850

TITLE: Vending stands personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Education. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired. Business Enterprise Program

SERIES: 82856 3

TITLE: Warrant requests

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain 1 year after end of fiscal year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1987.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after end of fiscal year and then destroy.

APPRAISAL:

Administrative Fiscal

General Schedule 6 Item 1.