

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Division of Business and Operations (1932)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

## Records Officer

- 13002 \*American Express corporate card statements
- 13001 \*American Express travel account bills
- 12987 \*Deputy superintendent's executive correspondence
- 12988 \*Deputy superintendent's technical reference files
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**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 13002

3

**TITLE:** American Express corporate card statements

**DATES:** 1993-2015.

**ARRANGEMENT:** Chronological by document date

**DESCRIPTION:**

Report generated by American Express showing expenditures made by state employees on agency American Express Cards.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Employee home addresses, phone numbers, and social security numbers [UCA 63G-2-302(1)(e) (2008)]

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 13001

3

**TITLE:** American Express travel account bills

**DATES:** 1993-2015.

**ARRANGEMENT:** Chronological by bill date

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12987

3

**TITLE:** Deputy superintendent's executive correspondence

**DATES:** ca. 1896-2015.

**ARRANGEMENT:** Chronological by date of correspondence

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12987

**TITLE:** Deputy superintendent's executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12988

3

**TITLE:** Deputy superintendent's technical reference files

**DATES:** ca. 1896-2015.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain administrative need.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12986

3

**TITLE:** Dual Enrollment Committee minutes

**DATES:** 1993.

**ARRANGEMENT:** Chronological by date of meeting

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

In 1993, the Utah State Legislature mandated that the State Board of Education make rules (1) to govern and regulate the transferability of credits from private or home schooling to public school for graduation purposes [UCA 53A-11-102.5(5) (1993)] and (2) determine the policies and procedures necessary in order to permit dual enrollment students to participate in extracurricular activities. This series is composed of the agenda and minutes of the committee in the State Office of Education which was established to study this issue and report to the legislature prior to the beginning of the 1994 Legislative General Session.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12986

**TITLE:** Dual Enrollment Committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12996

3

**TITLE:** Electronic mail access log

**DATES:** 1993-2015.

**ARRANGEMENT:** Alphabetical by employee surname

**TOTAL VOLUME:**

**DESCRIPTION:**

Records which monitor the activities of a data processing system. Information includes console logs, physical, and on-line access.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until superseded or administrative need ends and then delete.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12998

3

**TITLE:** Expenditure approval log

**DATES:** 1990-2015.

**ARRANGEMENT:** Numerical by approval number

**TOTAL VOLUME:**

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 13000

3

**TITLE:** Information Resource Management Advisory Committee minutes

**DATES:** 1993-2015.

**ARRANGEMENT:** Chronological by meeting date

**TOTAL VOLUME:**

**DESCRIPTION:**

The Information Resource Management Advisory Committee (IRMAC) evolved as an intersectional committee which has responsibility for formulating proposals related to improving information resource management policy and procedures at the Utah State Office of Education. The minutes to IRMAC meetings are maintained by the administrative secretary for the Agency Services Division. These minutes document the people present at the meeting, date, and items discussed.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until paper copy is filed and then delete.

**APPRAISAL:**

Administrative Historical

Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 13000

**TITLE:** Information Resource Management Advisory Committee minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12991

3

**TITLE:** School Fee Waivers Task Force administrative records

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

In 1992, a task force on school fee waivers was organized to investigate the issue of school fees and fee waivers for students who are impecunious. The task force was organized in response to school districts' expressed financial difficulty following a judicial order on October 15, 1992 that school districts must grant fee waivers to poor students. The records for this task force are maintained in a three-ring binder and include minutes, agenda, correspondence (primarily with school districts), and miscellaneous reference material.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after completion of task force's work and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical  
Disposition is based upon the future research value of the data contained within this series.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12991

**TITLE:** School Fee Waivers Task Force administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12999

3

**TITLE:** Staff meeting minutes

**DATES:** ca. 1896-2015.

**ARRANGEMENT:** Chronological by meeting date

**TOTAL VOLUME:**

**DESCRIPTION:**

These minutes document the people present at the Utah State Office of Education's staff meetings, dates of meetings, items discussed, and the decisions made or directives issued there.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical

Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12989

3

**TITLE:** Time sheets

**DATES:** ca. 1980-2015.

**ARRANGEMENT:** Alphabetical by employee surname, thereunder chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

These records include copies of all time sheets for the deputy superintendent and immediate staff. Time sheets generally indicate the name, social security number, and daily hours worked for each employee over a two-week pay period.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social security number [UCA 63G-2-302(1)(e)]

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12992

3

**TITLE:** Travel authorization log for state-reimbursed travel

**DATES:** 1992-2015.

**ARRANGEMENT:** Numerical by authorization number

**TOTAL VOLUME:**

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12993

3

**TITLE:** Travel authorization log for third-party-reimbursed travel

**DATES:** 1992-2015.

**ARRANGEMENT:** Numerical by authorization number

**TOTAL VOLUME:**

**DESCRIPTION:**

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 44.

**AUTHORIZED:** 03/13/2000

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12993

**TITLE:** Travel authorization log for third-party-reimbursed travel

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12994

3

**TITLE:** Travel regulations correspondence

**DATES:** 1990-2015.

**ARRANGEMENT:** Chronological by date of correspondence

**TOTAL VOLUME:**

**DESCRIPTION:**

Business-related messages that document work accomplished, transactions made, or actions taken. These records do not offer unique information about agency functions, programs, or policies, though they may cite them. These records may originate on paper, electronic mail, or other media.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Division of Business and Operations

**SERIES:** 12990

3

**TITLE:** Travel requests

**DATES:** 1990-2015.

**ARRANGEMENT:** Alphabetical by employee surname, thereunder chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Travel authorization sent to the Division of Finance. The Division of Finance files these as part of the Employee Travel Reimbursement Files.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.