

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. School Law and Legislation (1935)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

12636 Administrative hearing files  
12633 \*Administrative rulemaking files  
12852 Annual report on state trust lands  
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**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12636

3

**TITLE:** Administrative hearing files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by appellant name

**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:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12636

**TITLE:** Administrative hearing files

(continued)

**SECONDARY DESIGNATION(S):**

Protected. Notes of Hearing Officer [UCA 63G-2-305(33)]

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12633

3

**TITLE:** Administrative rulemaking files

**DATES:** 1986-2015.

**ARRANGEMENT:** Numerical by rule number, thereunder chronological  
**DESCRIPTION:**

These records document the administrative rules established by the Utah State Board of Education. For each rule, up to three individual files may exist. The first contains the rule in its current form. The second, if present, contains work on current revisions to the rule which are under consideration. The third contains copies of the rule in all of its forms from its creation to the present. In addition, all current rules are maintained in electronic format. Record copies of all rules are kept by the Division of Administrative Rules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until superseded or administrative need ends and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12852 3

**TITLE:** Annual report on state trust lands

**DATES:** 1987-

**ARRANGEMENT:** Chronological by date of report

**ANNUAL ACCUMULATION:** 0.10 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:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12630

3

**TITLE:** Attorney General's opinions

**DATES:** 1983-

**ARRANGEMENT:** Numerical by topic number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Copies of legal interpretations of the Attorney General's office written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law. The Attorney General's Office maintains the record copy of all official opinions.

**RETENTION:**

Retain Administrative need

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12632

3

**TITLE:** Attorney General's opinions log

**DATES:** 1982-

**ARRANGEMENT:** Chronological by date of request for opinion

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log is used as a record of opinions requested from the Attorney General's office and as a finding aid for the opinions themselves. The records are maintained in a three-ring binder and have two parts. The log records the name of the Utah State Office of Education (USOE) attorney requesting the opinion, date requested, date received, the subject number used for arrangement of the filing of the opinion, the Attorney General's opinion number, and the subject of the opinion. Behind the summary log described above is the second part of the record which contains the letter from USOE to the Attorney General's office; also included with this letter would be any correspondence from third parties which prompted the request for the opinion.

**RETENTION:**

Retain Until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until referenced opinions are no longer valid and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12632

**TITLE:** Attorney General's opinions log

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12634 3

**TITLE:** Education law correspondence

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by attorney surname, thereunder chronological by date of correspondence

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain correspondence between the School Law and Legislation attorneys and people outside of the Utah State Office of Education. Generally, this correspondence is with school districts, but could be with anybody interested in education law matters. Copies of incoming correspondence are usually attached to the responses. Computer copies of the outgoing correspondence are also maintained.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05-01-2014

**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 or until 3 years, whichever comes first, and then delete.

**APPRAISAL:**

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12634

**TITLE:** Education law correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

- Protected. Any correspondence concerned with investigations of criminal or civil wrongdoing of a school or employee [UCA 63G-2-305(8), (15), (16)] or personal recommendations [UCA 63G-2-305(24)]
- Private. Any personnel-related information [UCA 63G-2-302(1)(e), (2)(a)]

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12644

3

**TITLE:** Education law seminar records

**DATES:** 1982-

**ARRANGEMENT:** Chronological by seminar date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

On an annual basis, the School Law and Legislation section sponsors a seminar on education law in Utah. These files contain the program for each seminar in addition to attendance lists, correspondence related to the seminar, and possibly copies of handouts or similar material distributed at the seminar.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).  
This disposition is based on the historical insight these records provide on educational law and the role this office has played.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12644

**TITLE:** Education law seminar records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12643

3

**TITLE:** Interim committee meeting notices

**DATES:** 1988-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 29135

3

**TITLE:** Local Education Agency fee waiver reports

**DATES:** 1994-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports are collected from districts and charter schools to verify compliance with state fee waiver laws. The reports include annual certifications of compliance, school fee waiver policies, and current annual fee schedules.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2017

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These reports are required per Utah Code 53A-12-103 (2008) and Utah Administrative Code R277-407 (2017).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12645

3

**TITLE:** Personnel records

**DATES:** 1983-1995.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

This series contains miscellaneous personnel information including, but not limited to, performance evaluations. These records are kept in order to have a ready reference within the section. The record copies are maintained by the Office of Education's Human Resource Management.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(e), (2)(a). Public data elements should be obtained from Human Resource Management.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12638

3

**TITLE:** Technical reference files

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphabetical by topic

**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12646

3

**TITLE:** Telephone logs

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These logs are maintained by each employee and are intended to provide a record of all telephone calls into the School Law and Legislation section. Since each employee maintains a log, more than one single chronological arrangement exists. The records identify the caller, date and time of call, subject discussed, and action taken or advice given.

**RETENTION:**

Retain 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years 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 and by the length of any statutes of limitations to which these records may pertain.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12646

**TITLE:** Telephone logs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12647

3

**TITLE:** Time sheets

**DATES:** 1992-

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

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes copies of all time sheets for School Law and Legislation employees. Time sheets generally indicate the name, social security number, and daily hours worked for each employee over a two-week pay period. These records are interfiled with executive correspondence and technical reference files.

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social Security number, home address, and payroll deductions, if shown.

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12642

3

**TITLE:** Travel and purchases accounting book

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records are a compilation of most of the accounting records maintained directly in School Law and Legislation. They include travel requests and reimbursements, communication from accounting, and documentation of the purchasing activities of School Law and Legislation. Purchases may be for supplies or for workshops and conferences attended by section employees. These records include a Request for Approval of Trip form (DF-5), which shows the planned itinerary and the costs of the trip. Supporting documentation, such as conference agenda are attaches. Upon completion of the trip, a DF-5A Reimbursement form is completed. Also included are Purchase Authorization Forms (C-8) and the supporting documentation for each request. The authorization includes the name of the vendor, items ordered, and cost of the items.

**RETENTION:**

Retain 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12642

**TITLE:** Travel and purchases accounting book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Law and Legislation

**SERIES:** 12641

3

**TITLE:** Vendor contract files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records include copies of the contracts with vendors for services used by the School Law and Legislation section. Included are the contracts, warrant requests, and related correspondence. Record copies are maintained by the Division of Finance.

**RETENTION:**

Retain 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 7 years or until contract ends and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public