

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Division of Instructional Services (1939)  
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## Records Officer

12938 \*Associate superintendent's executive correspondence  
12940 \*Instructional Services travel records  
12939 \*Personnel evaluations  
84626 \*School evaluation reports  
12941 \*Staff meeting minutes  
01399 \*Student teaching guides  
12937 \*Technical reference files

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 12938

1

**TITLE:** Associate 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 for 5 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). 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 02/2015.

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 12940 3

**TITLE:** Instructional Services travel records

**DATES:** 1993-2015.

**ARRANGEMENT:** Numerical by low organization number, thereunder chronological by travel date

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**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. Division of Instructional Services

**SERIES:** 12939

3

**TITLE:** Personnel evaluations

**DATES:** 1989-2015.

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

For administrative convenience purposes, copies of personnel evaluations for the associate superintendent and immediate staff, and the section coordinators who report directly to the associate superintendent, are kept with the administrative secretary for Instructional Services. These evaluations include the employee name and evaluation of the employee's job performance in connection with their performance plan. retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 84626

3

**TITLE:** School evaluation reports

**DATES:** 1956-2015.

**ARRANGEMENT:** Chronological by year and month of report.

**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 AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1956 and continuing to the present. 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 document agency history and functions. Publications have research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 12941

3

**TITLE:** Staff meeting minutes

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological by meeting date

**DESCRIPTION:**

Instructional Services has semi-monthly staff meetings, including the associate superintendent and the coordinators within Instructional Services. These minutes document the people present at the meeting, date of meeting, items discussed, and the decisions made or directives issued there.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). 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 02/2015.

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 1399

3

**TITLE:** Student teaching guides

**DATES:** 1968-2015.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Curriculum guides, workbooks and teaching aids. Holdings: 1968, 1971, 1972.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 administrative, and/or historical value(s). Disposition based on value of records documenting curriculum guides and other teaching aids for three different years.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Board of Education. Office of Education. Division of Instructional Services

**SERIES:** 12937

3

**TITLE:** 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
Disposition based on value of this broad array of reference materials in documenting information used by the Associate Superintendent of the State Office of Education in making decisions and formulating policy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.