

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

SERIES: 12938

3

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 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: 10/25/1993

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 Instructional Services

SERIES: 12938

TITLE: Associate superintendent's executive correspondence

(continued)

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:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/25/1993

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 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:

Retain administrative need.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/25/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

SERIES: 12939

TITLE: Personnel evaluations

(continued)

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 SG 1, Item 25.

AUTHORIZED: 04/15/2003

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:

Historical
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 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: 10/25/1993

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 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:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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:

Administrative Historical

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:

Retain administrative need.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/25/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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.

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

SERIES: 12937

TITLE: Technical reference files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.