

Retention and Classification Report

Agency: Board of Education. Office of Education. Division of Instructional Services (1939)
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538-7515

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

3

TITLE: Associate superintendent's executive correspondence

DATES: ca. 1896-

ARRANGEMENT: Chronological by date of correspondence

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12940

3

TITLE: Instructional Services travel records

DATES: 1993-

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

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12939

3

TITLE: Personnel evaluations

DATES: 1989-

ARRANGEMENT: Alphabetical by employee surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

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

SERIES: 12939

TITLE: Personnel evaluations

(continued)

PRIMARY CLASSIFICATION:

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

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

SERIES: 84626

3

TITLE: School evaluation reports

DATES: 1956-

ARRANGEMENT: Chronological by year and month of report

ANNUAL ACCUMULATION:

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)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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: 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 This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications document agency history and functions. Publications have research value.

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

SERIES: 84626

TITLE: School evaluation reports

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12941

3

TITLE: Staff meeting minutes

DATES: 1992-

ARRANGEMENT: Chronological by meeting date

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 1399

3

TITLE: Student teaching guides

DATES: 1968-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Holdings: 1968, 1971

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 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

Disposition based on value of records documenting curriculum guides and other teaching aids for three different years.

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

SERIES: 12937

3

TITLE: Technical reference files

DATES: ca. 1896-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 administrative need ends and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

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 CLASSIFICATION:

Public