

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Curriculum Section  
(1940)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200  
801-538-7771

**Records Officer:** Benjamin Rasmussen

12403 \*Administrative reference files  
12400 \*Budget printouts  
12672 \*Career Ladder Program administration records  
12673 \*Career Ladder Program history records  
12397 \*Curriculum expenditures journal  
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**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12403

3

**TITLE:** Administrative reference files

**DATES:** 1983-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files include miscellaneous documents, such as maps, notes, and other reference materials which are maintained for the purpose of allowing access to these documents to Curriculum staff.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends, whichever is first 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. Curriculum Section

**SERIES:** 12400

3

**TITLE:** Budget printouts

**DATES:** 1983-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Division of Finance prepares reports on a monthly basis for each state agency. The reports for Curriculum are sent both to Internal Accounting and directly to Curriculum. These reports show the expenditures of Curriculum on a line-item basis and include the Summary by division, series 83738, Summary by revenue, series 83737, and Summary by vendor, series 84008, reports which are also maintained by Internal Accounting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year 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. Curriculum Section

**SERIES:** 12672

3

**TITLE:** Career Ladder Program administration records

**DATES:** 1984-2015.

**ARRANGEMENT:** Alphabetical by district, thereunder chronological.

**DESCRIPTION:**

Established by the Utah State Legislature, the Career Ladder Program provides funds to districts, allocated by the number of students in the district, through which teachers can receive additional compensation for various kinds of professional development activities and additional professional assignments. These records comprise the plans created by the districts (with supporting documentation), according to which districts suballocate funds for acceptable uses, and correspondence. The records created in administering the Career Ladder Program include lists of Career Ladder Review Committee (CLRC) membership; correspondence; accounting forms, both for expenditures of the CLRC and disbursement of funds to districts; consent calendars submitted to the State Board of Education for its approval; approval letters sent to districts; and abstracts of approved district plans. Also included are the records created in planning and conducting the annual Career Ladder conference for school districts, such as correspondence, conference programs and other conference materials, and accounting forms. In the case of certain districts, which received single or multiyear waivers or participated in the block grant pilot program, the only records for certain years may be correspondence, and the only documentation of plans will be records from a previous year.

**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 2 years after funding year and then transfer to State Archives with authority to weed.

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

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12672

**TITLE:** Career Ladder Program administration records

(continued)

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the evidential value these records hold for documenting the history of teacher development in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12673

3

**TITLE:** Career Ladder Program history records

**DATES:** 1984-2015.

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

This series was created to preserve and summarize important records related to the history of the Career Ladder Program in Utah, due to the data's high reference rate in the Utah Office of Education (USOE). The information is contained in eight volumes: (1) text of legislation and regulation, (2) detailed breakdown of allocation of funds to districts, (3) miscellany of "other documents," (4) articles from state and local newspapers and newsletters, (5) official annual and other administrative or evaluation reports prepared by USOE staff, (6) research and evaluation reports prepared by university staff or other external organizations on contract, (7) technical reference publications on the evaluation of teachers, and (8) published articles from national journals. In the case of volumes 4 and 8, records have not been added to since 1989.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1723.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records for year are prepared 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.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12673

**TITLE:** Career Ladder Program history records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12397

3

**TITLE:** Curriculum expenditures journal

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphabetical by specialist surname

**DESCRIPTION:**

This journal documents travel, conference expenses, and purchases for curriculum specialists. Some of the expenditures are paid through federal grants. The record shows the specialists's name, vendor receiving payment, purchase order number, object code, and amount of the expenditure.

**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 6 years and then destroy.

**APPRAISAL:**

These records have fiscal, and/or legal value(s). This disposition is based on 34 CFR 76.730, 76.731, and 76.734, which require that records of state-administered Department of Education projects be retained for five years "after completion of activity for which [the state] uses grant or subgrant funds."

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12502

3

**TITLE:** Distance accelerated learning project files

**DATES:** 1984-1988.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 2.50 cubic feet.

**DESCRIPTION:**

These records document the Distance Accelerated Learning Project (DALP), a program begun in 1984 by the Media Productions unit in Curriculum to develop a series of videotapes to be used in teaching Spanish. The project was funded through state and federal monies. Included are records of expenditure, contracts for services, correspondence, various literature, videotapes, and evaluations of the usefulness of the project. All but the videotapes and evaluations will be purged after five years.

**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.

Video recordings master: Retain in Office until superseded or administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).

This disposition is based on 34 CFR 76.730, 76.731, and 76.734 which require that records of state-administered Department of Education projects be retained for five years "after completion of activity for which [the state] uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12502

**TITLE:** Distance accelerated learning project files

(continued)

Also, the project evaluations and videotapes hold permanent informational value for educators.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12499

3

**TITLE:** Experimental and developmental education grant files

**DATES:** 1993-2015.

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by school district name

**DESCRIPTION:**

These records document funds applied for and received by school districts to be used toward experimental education projects. They include applications, correspondence, and mid-year and final reports. The information includes the district name, title, amount approved, distribution of funds among the school districts in Utah, abstracts of the projects, project director, proposed funding source, budget, narrative summaries of the project, conformity with program rules, statement of need, basis of evaluation and evaluator, objectives, and costs by category. The final reports include how the project did or did not meet its objectives and time schedule, summary of evaluation information, potential for statewide or district-wide use of the program, narrative outline of project to date, plans for continuation, and financial reports. In 1991, the State Legislature merged several previously existing grant programs into the Experimental and Developmental Education Program. This program replaced the following: Outcome Based Education, Productivity, Technology, and Promoting Excellence and Efficiency in the Public Schools. This program was administered by Project Assistance Services until 1993 when it was transferred to Curriculum.

**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 3 years and then transfer to State Archives.

**APPRAISAL:**

These records have fiscal, and/or historical value(s). This disposition is based on the audit requirements of the financial records and the historical value of the program reports.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12499

**TITLE:** Experimental and developmental education grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12501

3

**TITLE:** Experimental and developmental education unapproved applications

**DATES:** 1991-2015.

**ARRANGEMENT:** Numerical by assigned project number

**DESCRIPTION:**

These records document grants applied for but not received by school districts. The information includes applicant agency identification; project director; proposed funding source; a budget; narrative summaries of project, conformity with program rules, statement of need, basis of evaluation and evaluator, objectives, and costs by category.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1746.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after rejection or withdrawal 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. Curriculum Section

**SERIES:** 13168

3

**TITLE:** Media catalog/depository system data

**DATES:** 1980-2015.

**ARRANGEMENT:**

**DESCRIPTION:**

This information is used to track audiovisual tapes and equipment which are checked out of the Utah State Office of Education. Information includes the name of who checked out the material, when due, how much they owe for the use, description of the media, the format it is in, and date published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(c) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12377

3

**TITLE:** National Diffusion Network (NDN) grant disbursement records

**DATES:** 1978-2015.

**ARRANGEMENT:** Alphabetical by program name and school district

**DESCRIPTION:**

Monthly reports on grants received by State agencies from the Federal Government and may contain applications, notice of award, program reports, and correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1737.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal 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. Curriculum Section

**SERIES:** 10622

3

**TITLE:** National Diffusion Network (NDN) grants to Utah

**DATES:** 1978-2015.

**ARRANGEMENT:** Chronological by year of grant request.

**DESCRIPTION:**

The U. S. Dept. of Education (USDE) is responsible for the National Diffusion Network (NDN), a program to provide funds to allow the implementation of proven educational techniques by local school districts and schools. The NDN actually consists of numerous specific programs for educational improvement. Money originally flows in the form of a block grant from the USDE to the Utah State Office of Education (USOE). Then, individual school districts apply to USOE for funds to use them in particular schools for specified projects.

This series includes applications for federal assistance, a budget for the federally appropriated funds, and correspondence between USOE and USDE. A major grant request, including an extensive report on the proposed use of the funds and the needs which exist in Utah, is filed every five years. In the intervening years, a smaller formal request for funds is filed. The major and annual requests for funds are included in this record series. These records are maintained in a three-ring binder while held in the office. This series was the responsibility of Project Assistance Services until 1993, when Curriculum assumed responsibility for NDN.

**DOCUMENT TYPE(S):**

Applications, budget, correspondence, reports

**FUNCTION(S):**

Provide funds to implement proven educational techniques in schools, thereby improving education.

**SUBJECT(S):**

National Diffusion Network programs, grant request information, and proposed use of funds.

**SERIES HISTORY:**

Utah State Office of Education (USOE) asks for block grants from U.S. Dept. of Education, then schools receive funds from USOE. Annual requests are filed by USOE for funds, but a major grant request is also filed every five years. This series was generated by Project Assistance Services until 1993, when Curriculum assumed the responsibility.

**RETENTION AND DISPOSITION AUTHORIZATION:**



**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 10622

**TITLE:** National Diffusion Network (NDN) grants to Utah

(continued)

Retention and disposition for this series is authorized by Archives general schedule GRS-1738.

**AUTHORIZED:** 07-01-1990

**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).  
The records in this series have historic value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12849 3

**TITLE:** Promoting Excellence and Efficiency in Public Schools Program grant files

**DATES:** 1987-1991.

**ARRANGEMENT:** Alphabetical by school district, thereunder chronological

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

These records are applications for competitive grants submitted by school districts annually to acquire funding for evaluation, planning, and other projects which support the goals of the State Board of Education. Information includes grant applications, related correspondence, budget records, and mid and year-end reports, and may also include formal project evaluation reports.

**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 program is terminated and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the historical value that year-end reports have to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 27821

3

**TITLE:** Public Education Job Enhancement Program files

**DATES:** 2002-2015.

**ARRANGEMENT:** none

**DESCRIPTION:**

These case files document participants in the Public Education Job Enhancement Program (described in the Utah Administrative Code R690-100-5). Records include award applications, transcripts, and reimbursements given to participants.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1833.

**AUTHORIZED:** 04-01-2009

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12402

3

**TITLE:** Purchase authorizations

**DATES:** 1983-2015.

**ARRANGEMENT:** Grouped by merchandise and service categories, thereunder alphabetical by vendor name and numerical by approval number

**DESCRIPTION:**

These records are the authorizations for purchases of merchandise and services by Curriculum. The items are paid for by federal grant monies. Included are state purchase orders, purchase authorizations, and supporting documentation for the requests. These records will contain the name of the vendor or contractor, the items or services ordered, and cost of these goods.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have fiscal, and/or legal value(s). This disposition is based on 34 CFR 76.730, 76.731, and 76.734, which require that the records of state-administered Dept. of Education projects be retained for five years "after completion of activity for which [the state] uses grant or subgrant funds."

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 12396

3

**TITLE:** Receipts

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphabetical by program name, thereunder reverse chronological  
**DESCRIPTION:**

These are receipts for money received by Curriculum from schools and teachers. School districts are assessed for rights to use the Instructional Television Network. Also, receipts are issued when a teacher or other individual purchases art booklets sold by Curriculum. The receipts show the name of the program credited with the receipt, person from whom the money was received, date, and amount.

**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 for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal 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. Curriculum Section

**SERIES:** 12401

3

**TITLE:** Travel expenditures files

**DATES:** 1983-2015.

**ARRANGEMENT:** Alphabetical by specialist surname

**DESCRIPTION:**

These records document the travel activities and expenditures of Curriculum personnel. Funding for the trips comes from federal grant monies. The 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 attached. Upon return from the trip, a C-6 Reimbursement form, showing the name, mileage, and per diem expenses for the trip is completed.

**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 6 years and then destroy.

**APPRAISAL:**

These records have fiscal, and/or legal value(s). This disposition is based on 34 CFR 76.730, 76.731, and 76.734, which require that records of state-administered Dept. of Education projects be retained for five years "after completion of activity for which [the state] uses grant or subgrant funds."

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Curriculum Section

**SERIES:** 17576

3

**TITLE:** Utah topic educational media

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

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These educational films and slides produced by the Utah State Office of Education and are shown in classrooms throughout the state. Topics include reenactments of historical Utah events, such as pioneer life.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

Motion picture film master: 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 informational value these films hold.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.