

# Retention and Classification Report

**Agency:** State Office of Education. Certification and Accreditation Section  
(1943)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

29174 \*Adult education diplomas and transcripts  
10354 \*Applications for vocational certification  
12848 Background check release forms and fingerprint cards  
84119 Certification committee files  
84800 Certification standards manuals  
84009 Certification verifications  
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12846 Publications  
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19575 State Advisory Committee on Teacher Education (SACTE) r  
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**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 29174

3

**TITLE:** Adult education diplomas and transcripts

**DATES:** 1929-1934.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This series contains transcripts, certificates and diplomas for adult education courses throughout Utah.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series was appraised on May 1, 2017 and deemed of permanent historical value as sample documentation of the adult education program of the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 10354

3

**TITLE:** Applications for vocational certification

**DATES:** 1965-2016.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These applications are submitted by people who have six years of vocational experience in a specific area and would like to teach. The applicant applies directly to the Office of Education, provides verification of employment in the field or area he/she wishes to teach, copies of college transcripts or special courses taken to enhance their training or skills, and an "evaluation for certification," which is an original application. This information is used to verify qualifications. The records are transposed onto optical disk for easy retrieval, but the original paper copy is also maintained.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records are scanned optically and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Optical disks: Retain in Office 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. These records are subject to litigation, so the paper copy needs to be maintained in addition to the optical

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 10354

**TITLE:** Applications for vocational certification

(continued)

disk.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(e), 302(2)(a)

**SECONDARY DESIGNATION(S):**

Public. Educational history, employment history, and occupational licenses relevant to teaching [UCA 63G-2-301(1)(b)]

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 12848

1

**TITLE:** Background check release forms and fingerprint cards

**DATES:** 1991-

**ARRANGEMENT:** Chronological by the date returned from the Bureau of Criminal Identification

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The Certification Section is responsible for having background checks done on new applicants for certification, according to 53A-6-103(4) (1988). This includes a criminal background check which is performed by the Utah Bureau of Criminal Identification (BCI) and is valid for six months. A release form is signed which authorizes the background check to be performed. This form consists merely of a statement authorizing the investigation and the signatures of the applicant, a witness, and a Certification officer. A set of fingerprints is also taken on a fingerprint card which is returned to the applicant upon completion of the background check. These materials are then sent to BCI. Upon return from BCI, the release form will either have a stamp indicating that no criminal record was found, or (where a past criminal record is present) a rap sheet is returned, and this material is turned over to the Professional Practices Section. The only records maintained by Certification would be the release form indicating that no criminal record was found.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**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 6 months and then destroy.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 12848

**TITLE:** Background check release forms and fingerprint cards

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84119

3

**TITLE:** Certification committee files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records include the agenda and related records of the Certification Committee of the State Board of Education.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office permanently.

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). See General Schedule 88-1-5(b) which provided retention on this series. This agency opted to microfilm and destroy the paper.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84119

**TITLE:** Certification committee files

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84800

3

**TITLE:** Certification standards manuals

**DATES:** 1911-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Certification Standards Manuals outline the requirements for initial and continued teacher certification. Produced as the requirements are revised, the manuals include general information regarding program and individual certification, provisional and minimum requirements as well as administrative and recertification procedures. In addition, they outline the specifics for particular expertise such as elementary, secondary and special education endorsements. Certification specifics on support services such as counseling and instructional media facilities conclude the manuals.

The Operations Division currently produces the series. The Instructional Media Division initially produced the series.

**RETENTION:**

Until completion of publication or report

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1919 and continuing to the present. Retain in Office until publication and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84800

**TITLE:** Certification standards manuals

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84009

3

**TITLE:** Certification verifications

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record is a list of teachers certified on a given date. There are different levels of certification, and in order for a teacher to teach they must be accredited at each level. Verification of certification assignment shows the name and address of the teacher, level of certification, and name of recommending official. The official copy of this information is made part of the Board of Education minutes, series 1846, since the Board approves these certifications.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 04-16-2018

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1980 through 1988. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office for 50 years 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. Teaching and Learning

**SERIES:** 84009

**TITLE:** Certification verifications

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home address [UCA 63G-2-302(1)(e) (2008)]

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 7720

1

**TITLE:** Christa McAuliffe Fellowship award files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets.

**RETENTION:**

Retain for 5 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**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 3 years after grant has expired and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the general retention length of federal education grant records, as stated in 34 CFR 75.730 (1992).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 16704

3

**TITLE:** Inservice credit request files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by school district or subject, thereunder numerical by workshop number

**DESCRIPTION:**

These are files that indicate inservice training offered by school districts, colleges or universities, or outside organizations to teachers. They document approval from the Office of Education to accept the credit offered by the training courses. This information is maintained as a service to teachers to preserve a record of their participation in the training and to issue duplicate certificates of attendance and credit if necessary. These files include information sheets describing the training course, conference, or workshop; place of the training; a letter requesting that the course be authorized to offer inservice credit; a letter granting that approval; and a list of the participants of the training.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1979 through 1990. Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Computer data files: For records beginning in 1987 and continuing to the present. Retain in Office for 15 years and then delete.

Microfilm master: For records prior to and including 1985. Retain in Office for 15 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 16704

**TITLE:** Inservice credit request files

(continued)

Microfiche master: For records beginning in 1986 through 1990.  
Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
These files are necessary to provide documentation for lane changes (pay increases) and have a high reference rate. A fifteen year retention will allow Teacher Certification to provide this service and then allow for the destruction of these files.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 6746

3

**TITLE:** Out of state applications

**DATES:** 1967-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records are composed of applications for certification by persons who received their teaching education outside Utah. For foreign applicants, these records may, de facto, become the record copies of their records if the originals are destroyed in the foreign country. Included are college transcripts, letters of recommendation, a personal information card, copies of any out of state certificates, and occasionally letters of inquiry. The personal information cards include the name, sex, date and place of birth, marital status, ethnic background, degrees earned, social security number, and citizenship status of the applicant. The application contains this information and the phone number of the applicant and any certificates held by the applicant.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned onto optical disk and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

Microfilm master: For records beginning in 1967 through 1991. Retain in Archives for 50 years and then destroy.

Optical disks: Retain in Office for 50 years and then destroy.



**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 6746

**TITLE:** Out of state applications

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(e), 302(2)(d) (2008)

**SECONDARY DESIGNATION(S):**

Public. Name, gender, degrees held, and certificates held [UCA 63G-2-301(1)(b) (2008)]

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 12846

3

**TITLE:** Publications

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This series contains the following publications: Report to the Utah State Board of Education on the Teacher Education Programs at [Weber State University, Westminster College, Southern Utah State University, University of Utah, Brigham Young University, or Utah State University] (issued every 6 years, for each school), Teacher Education Programs Approved for Certification, Alternative Preparation for Teaching Program (1991), Demonstrated Competency and Subject Specific Endorsement Guidelines (1990), Role of Paraprofessionals in Utah Schools (1990), Teacher Resignations in Utah: A Comparative Study (1985), and Utah State Office of Education Inservice Master Plan (1989).

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until publication and then transfer to State Archives 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.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 12846

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 10481

1

**TITLE:** Requests for authorization to employ

**DATES:** 1965-1995.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 30.00 cubic feet.

**DESCRIPTION:**

Under certain circumstances, local school districts may be authorized to hire someone to teach who is not regularly certified or does not have the appropriate subject endorsement to teach a particular class. These teachers must then agree to comply with the regular certification requirements within a fixed time period. These records include the documentation of a school district's request. They are an application form, a statement of justification from the school district claiming that an unsuccessful attempt was made to locate a regularly certified teacher, a statement of the individual's deficiencies relative to the certification standard, and a letter of approval or rejection from the Teacher Certification Section. Since 1995, this information is no longer created on paper but is a part of the Teacher Certification electronic system data, series 13162.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1965 through 1995. Retain in Office until scanned onto optical disk system and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Optical disks: Retain in Office for 5 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.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 10481

**TITLE:** Requests for authorization to employ

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84011

3

**TITLE:** Robert C Byrd scholarship files

**DATES:** 1987-

**ARRANGEMENT:** Numerical by congressional district, thereunder alphabetical by student name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This record series comprises the set of applications for Robert C. Byrd honors scholarship program. The scholarship program exists under the authority of the United States Department of Education and is administered in Utah by the Certification Section of the State Office of Education. Rules governing eligibility for these scholarships and application procedures may be found in 34 CFR 654, but generally the program exists in order to provide funds to outstanding high school students seeking a college or university education. The files include the application form, copies of warrants showing payments to the individual, a letter from the college attesting to the completion of coursework, and the selection criteria used for the particular year.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 84011

**TITLE:** Robert C Byrd scholarship files

(continued)

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This program is addressed in 34 CFR Part 654 - dated September 30,1988, and all requirements relating to it are listed there.

**PRIMARY DESIGNATION:**

Public                      Name and amount of award

**SECONDARY DESIGNATION(S):**

Private.                      All other information contained in the file

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 19575

3

**TITLE:** State Advisory Committee on Teacher Education (SACTE) minutes

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).  
Records in this series document agency history and functions. The records are useful to researchers.



**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 19575

**TITLE:** State Advisory Committee on Teacher Education (SACTE) minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 6951

3

**TITLE:** Teacher licensing records

**DATES:** 1909-

**ARRANGEMENT:** Alphabetical by teacher surname.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

The Board of Education is designated to license all educators for the state (Utah Code 53A-6-104(2003)). Records document the training and experience of teachers who have been licensed to teach in the state, including previous certifications, educational degrees, and teaching positions.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned into an optical disk system and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

Microfilm master: For records beginning in 1955 through 1986. Retain in State Records Center for 75 years and then destroy.

Optical disks: Retain in Office for 75 years and then destroy.

Microfilm duplicate: For records beginning in 1955 through 1986. Retain in Office for 75 years and then destroy.

Microfiche master: For records prior to and including 1960. Retain in State Records Center for 75 years and then destroy.

Microfiche duplicate: For records prior to and including 1960. Retain in State Records Center for 75 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 6951

**TITLE:** Teacher licensing records

(continued)

Computer data files: Retain in Office for 75 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

These records are necessary to recertify an individual to teach in Utah and may, therefore, become active even after several years. The records are also occasionally used in court. To preserve the information and to provide for convenient retrieval, a 75-year retention is requested. Previous decision: RDR 75-49: microfilming.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g), Utah Code 63G-2-302(2)(d)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2016.

**AGENCY:** Board of Education. Office of Education. Teaching and Learning

**SERIES:** 7046

3

**TITLE:** University recommendations

**DATES:** 1981-

**ARRANGEMENT:** Chronological by date of recommendation

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

The Teacher Certification Section is informed by the colleges and universities in Utah when individuals complete the requirements for certification in an approved teacher-education program. These records are composed of the letters of recommendation, indicating the student's name, the college or university's name, and the name of the dean (or comparable official) of the school's teacher education program.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Teacher certification system, GRS-1441.

**AUTHORIZED:** 05-01-1998

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 50 years and then destroy.

Optical disks: Retain in Office for 50 years 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. Teaching and Learning

**SERIES:** 7046

**TITLE:** University recommendations

(continued)

**PRIMARY DESIGNATION:**

Public