

# Retention and Classification Report

**Agency:** Utah State Office of Education. Education Technology Section  
(1944)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

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**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12424

3

**TITLE:** Contract files

**DATES:** ca. 1990.

**ARRANGEMENT:** Alphabetical by vendor name.

**DESCRIPTION:**

District Computer Services maintains contracts with several vendors for the provision of services and supplies. These files contain copies of the contract with the vendor, warrant requests for payment to the vendors, and correspondence with the vendors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract records, GRS-1731.

**AUTHORIZED:** 05-21-2018

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until vendor's contract is terminated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services Section

**SERIES:** 12423

1

**TITLE:** Correspondence

**DATES:** 1990-2017.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Retain for 3 year(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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12422

1

**TITLE:** FAX log

**DATES:** 1991-2000.

**ARRANGEMENT:** Reverse chronological by date of transmission.

**DESCRIPTION:**

Message registers, logs, performance reports, daily load reports,  
and related or similar records.

**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 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 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services Section

**SERIES:** 12418

3

**TITLE:** Major purchase authorizations

**DATES:** 1990-2017.

**ARRANGEMENT:** Reverse chronological by date of authorization.

**DESCRIPTION:**

These records document the purchase of items in excess of \$2,000. Included are purchase authorization forms (DP-1) and the supporting documentation for each request. The authorization includes the name of the suggested source, the items ordered, and cost of the items.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services Section

**SERIES:** 12419

1

**TITLE:** Pending warrant requests

**DATES:** 1990-2017.

**ARRANGEMENT:** Reverse chronological by date of warrant.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 7 years or until vendor's contract is terminated and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services Section

**SERIES:** 12417

1

**TITLE:** Purchase authorizations

**DATES:** 1990-2017.

**ARRANGEMENT:** Reverse chronological by date of authorization.

**DESCRIPTION:**

These records consist of purchase authorizations forms (C-8) and the supporting documentation for each request. The authorization includes the name of the vendor, the items ordered, and cost of the items.

**RETENTION:**

Retain for 4 year(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 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12487

3

**TITLE:** Staff meeting minutes

**DATES:** 1985-2017.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

District Computer Services conducts regular staff meetings where minutes are taken. The people present may consist of the section as a whole or of either subsection: Student Information System staff or Financial Information System staff. These minutes document the people present at the meeting, date of meeting, items discussed, and the decisions made or directives issued.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 13745

3

**TITLE:** Student information system user's manual

**DATES:** 1992-2001.

**ARRANGEMENT:** Chronological

**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:**

Retain for 1 year(s)

**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.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12489

1

**TITLE:** Travel expenditures log

**DATES:** 1985-2017.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

**RETENTION:**

Retain for 3 year(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 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.