

Retention and Classification Report

Agency: Board of Education. Office of Education. District Computer Services Section (1944)
250 East 500 South
P.O. Box 144200
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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

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

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 vendor's contract is terminated and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 4.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12423

3

TITLE: Correspondence

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1996.

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 3 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 43.

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

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

SERIES: 12423

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12422

3

TITLE: FAX log

DATES: 1991-

ARRANGEMENT: Reverse chronological by date of transmission

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

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 1 year and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General
Records Retention Schedule, Schedule 4, Item 8.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12418

3

TITLE: Major purchase authorizations

DATES: 1990-

ARRANGEMENT: Reverse chronological by date of authorization

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 9.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12419

3

TITLE: Pending warrant requests

DATES: 1990-

ARRANGEMENT: Reverse chronological by date of warrant

ANNUAL ACCUMULATION: 0.40 cubic feet.

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.

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 for 1 year or until vendor's contract is terminated and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12417

3

TITLE: Purchase authorizations

DATES: 1990-

ARRANGEMENT: Reverse chronological by date of authorization

ANNUAL ACCUMULATION: 0.40 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 9.

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12487

3

TITLE: Staff meeting minutes

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

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.

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 or until administrative need ends 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. District Computer Services Section

SERIES: 13745

3

TITLE: Student information system user's manual

DATES: 1992-

ARRANGEMENT: Chronological

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: 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.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 12489

3

TITLE: Travel expenditures log

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

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

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 3 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 45.

PRIMARY CLASSIFICATION:

Public