

Retention and Classification Report

Agency: Utah State Office of Education. Education Technology Section
(1944)
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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 SG 13, Item 4.

AUTHORIZED: 08/24/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

3

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 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 43.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

3

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:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general
schedule SG 4, Item 8.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/23/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal

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

3

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 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 08/23/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

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

SERIES: 12417

3

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 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 9.

AUTHORIZED: 08/23/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal

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 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/27/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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-

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/03/1994

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

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

SERIES: 12489

3

TITLE: Travel expenditures log

DATES: 1985-2017.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 45.

AUTHORIZED: 09/07/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Fiscal

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

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