Retention and Classification Report

Agency: Board of Education. Office of Education. Evaluation and Assessment Section (2508)
250 East 500 South
Salt Lake City, UT 84111

Records Officer Benjamin Rasmussen

12383	Budget books
12391	Core assessment correspondence log
12385	Core assessment test forms
12388	Executive correspondence
12384	Leave request files
12386	*Personnel files
12382	Publications
12390	State testing program correspondence log
12387	Travel and purchases accounting book

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12383 3

TITLE: Budget books

DATES: 1976-

ARRANGEMENT: Chronological by date of activity

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The Division of Finance prepares reports on a monthly basis for each state agency. The reports for Evaluation and Assessment are sent both to Internal Accounting and directly to Evaluation and Assessment. These reports show the expenditures of the section 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.

AUTHORIZED: 08/06/1993

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 3 years after end of fiscal year and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12391 3

TITLE: Core assessment correspondence log

DATES: 1987-

ARRANGEMENT: Reverse chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This series is a compilation of the office copies of major communications to the school districts about the State Core Assessment Program. The records are maintained in a 3-ring binder and include memoranda and policy releases to the Utah school districts concerning the program. There is some overlap between this series and Executive correspondence, series 12388; however, neither series is completely inclusive of the other.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/06/1993

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 and then transfer to State Archives with authority to weed.

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

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12385 4

TITLE: Core assessment test forms

DATES: 1987-

ARRANGEMENT: Grouped by subjects which are in no particular order

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Test questions and answer sheets for criterion-referenced tests sdministered annually in the spring to all students to evaluate their mastery of the material specified in the standards for the Utah core curriculum, as begun by the State of Utah in 1987.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

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 10 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 10 years and then destroy.

APPRAISAL:

Historical

This disposition is based on the informational value the records hold for researchers interested in educational testing.

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section
SERIES: 12385
TITLE: Core assessment test forms

(continued)

PRIMARY CLASSIFICATION:
Protected UCA 63G-2-305(4) (2008)

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12388 3

TITLE: Executive correspondence

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records contain the correspondence of the head of Evaluation and Assessment and may include information on the activities, policies, and accomplishments of the section.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/27/2015

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 and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12384 3

TITLE: Leave request files

DATES: 1993-

ARRANGEMENT: Alphabetical by employee surname.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

In 1993, the State of Utah adopted new payroll bookkeeping procedures which eliminated the old leave request forms. This record series was initiated in order to maintain a record, for administrative purposes, of leave requests within Evaluation and Assessment. The requests for leave show the name of applicant, dates or hours requested, and indicate the director's approval or disapproval.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/29/2015

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 Fiscal

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12384

TITLE: Leave request files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 3-2-302(2)(d) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12386 3

TITLE: Personnel files

DATES: 1976-1995.

ARRANGEMENT: Alphabetical by employee surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Evaluation and Assessment maintains its own copy of certain personnel information concerning its employees. This information includes performance evaluations, notices of grade or step changes, and letters. Complete personnel records are maintained by Human Resource Management.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/06/1993

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 administrative need ends and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(a) (2008)

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12382 3

TITLE: Publications

DATES: 1993-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.20 cubic feet.

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: 08/06/1993

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:

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12390 3

TITLE: State testing program correspondence log

DATES: 1990-

ARRANGEMENT: Reverse chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This series is a compilation of the office copies of major communications to the school districts about the State Testing Program. The records are maintained in a 3-ring binder and include memoranda and policy releases to the Utah school districts concerning the program. There is some overlap between this series and Executive correspondence, series 12388; however, neither series is completely inclusive of the other.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/27/2015

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.

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

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Evaluation and Assessment Section

SERIES: 12387 3

TITLE: Travel and purchases accounting book

DATES: 1990-

ARRANGEMENT: Alphabetical by activity type, thereunder reverse chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records are a compilation of most of the accounting records maintained directly in Evaluation and Assessment. They include travel requests and reimbursements, communication from Accounting, and documentation of the purchasing activities of Evaluation and Assessment. Purchases may be for supplies or for workshops and conferences attended by section employees. These records are accumulated in 3-ring binders during the fiscal year and transferred to file folders at the conclusion of the fiscal year. Included are Request for approval of trip forms (DF-5) and Purchase authorization forms (C-8).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/06/1993

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:

PRIMARY CLASSIFICATION:

Public