

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. Applied Technology Education Section (2511)  
250 East 500 South  
Salt Lake City, UT 84111

## Records Officer

12381 \*Adult Education Program general correspondence  
12378 \*Adult Education Program local program records  
13004 \*Annual evaluation report of Turning Point programs  
12977 \*Annual performance reports  
12772 \*Applied technology post secondary education program records  
13020 \*Civil rights audits  
19067 \*Custom-fit program records  
12773 \*Econotes newsletter  
12976 \*Financial status report  
12668 \*Gender Equity Program correspondence  
12661 \*Gender Equity Program records  
12936 \*Grant recipient files  
13003 \*Sex Equity Program proposal reading committee files  
13005 \*Sex Equity Programs monitoring and evaluation reports  
12663 \*Single Parent and Displaced Homemaker Program correspondence  
12662 \*Single Parent and Displaced Homemaker Program minutes  
12777 \*Stock market game program records  
12774 \*Teacher inservice training records  
12776 \*Utah Council on Economic Education program records  
12503 \*Utah displaced homemaker program records  
12978 \*Vocational and applied technology education plan  
13135 \*Vocational education (VEMIS) records  
16661 \*Vocational education planning regions annual plans  
12775 \*Young entrepreneur program records

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12381

3

**TITLE:** Adult Education Program general correspondence

**DATES:** 1965-2001.

**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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12378

3

**TITLE:** Adult Education Program local program records

**DATES:** 1965-2001.

**ARRANGEMENT:** Alphabetical by school district and program area

**DESCRIPTION:**

These applications, agreements, and correspondence are created within the Adult Education program of Applied Technology Services to document funds allocated to school districts from both state and federal monies. The funds are used for adult high school completion programs, limited English proficiency programs, and other community-based education programs such as those held at the state prison. The program purposes include helping adults achieve their secondary schooling and become more employable. The district's share of money is based on census figures of high school graduates. Information includes applicant name, need projections, criteria of objectives to be achieved, and amount of money received.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12378

**TITLE:** Adult Education Program local program records

(continued)

**APPRAISAL:**

Fiscal Legal

This disposition is based on 34 CFR 75.730 (1992), which states that program funding records must be maintained for at least five years.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13004

3

**TITLE:** Annual evaluation report of Turning Point programs

**DATES:** 1985-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are annual reports which evaluate the effectiveness of the Turning Point Programs across Utah. The data are generated from client demographic history forms (intake forms) and follow-up information received periodically from each client. Information includes statistics regarding the number of new and continuing clients, amount of funds distributed to each Turning Point center, totals from previous fiscal years, educational levels of clients, sources of income, services requested, ethnicity, services provided, and referrals.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/29/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical  
These records document the Turning Point program.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13004

**TITLE:** Annual evaluation report of Turning Point programs

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12977

3

**TITLE:** Annual performance reports

**DATES:** 1939-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This report is submitted to the federal government every year to document how (generally speaking) Carl Perkins funds were spent on vocational training. Information includes statistics (such as the number of people trained by category) and a narrative of categorical funding. Each vocational program is considered a "category." Also included are performance standards and core measures.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/28/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

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

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12977

**TITLE:** Annual performance reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.



**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12772

3

**TITLE:** Applied technology post secondary education program records

**DATES:** 1983-2001.

**ARRANGEMENT:** Alphabetical by institution name

**DESCRIPTION:**

These evaluations and summary reports document how well Applied Technology programs in colleges, applied technology centers, junior colleges, and universities are performing to established state and federal standards. Information includes commendations/recommendations of fourteen standards for each institution, such as institutional mission, organization, long-range planning, equipment and supplies, equity, student services, etc. The reports summarize the evaluation findings. Evaluations of each institution are conducted by Applied Technology Section personnel every five years.

**RETENTION:**

Retain until the Board of Applied Technology Education approves it.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Historical

This disposition is based on informational value these records hold for documenting the quality of applied technology programs in higher education institutions.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12772

**TITLE:** Applied technology post secondary education program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13020 3

**TITLE:** Civil rights audits

**DATES:** 1983-1992.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 22.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 19067

3

**TITLE:** Custom-fit program records

**DATES:** 1992-2001.

**ARRANGEMENT:** Chronological by fiscal year, thereunder alphabetical by region.

**DESCRIPTION:**

These records document funds appropriated to the nine applied technology regions in the state for use in the Custom-Fit Program. This state program helps companies train their employees. Included are agreements between the state and the various applied technology institutions, amendments to contracts, spreadsheets which track the funding, and information distributed at the quarterly meetings between the regional representatives, the Utah State Office of Education (USOE), and the Custom-Fit Committee (represented by businesses, citizens, and applied technology centers). Information distributed includes forms used in the program, quarterly financial reports, and monitoring reports by USOE.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative value these records have beyond their general audit requirements.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 19067

**TITLE:** Custom-fit program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12773

3

**TITLE:** Econotes newsletter

**DATES:** 1991-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Econotes newsletter is a semi-annual publication from the Economic Education specialist of the Applied Technology Section. The newsletter communicates to teachers and the business community about training workshops to be held, teacher achievements, and new curriculum available. Information also includes classroom activities and updates of all Utah Council on Economic Education meetings.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/13/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Publications are historical as they document classroom activities and agency history.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12976

3

**TITLE:** Financial status report

**DATES:** 1970-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 4.

**AUTHORIZED:** 03/30/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the informational value these records hold for documenting vocational programs.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12668

3

**TITLE:** Gender Equity Program correspondence

**DATES:** 1972-2001.

**ARRANGEMENT:** Alphabetical by region name, thereunder 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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Financial information

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.



**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12661

3

**TITLE:** Gender Equity Program records

**DATES:** 1972-2001.

**ARRANGEMENT:** Chronological, thereunder alphabetical by region or school district name.

**DESCRIPTION:**

These requests for proposals, actual grant proposals and amendments, curriculum materials, and other state or other agency resources document federal grant money available and used in the Gender Equity Program. This program provides a resource to districts, teachers, counselors, and administrators to promote equity in the classroom for both sexes, improve teaching strategies, and give teachers training in such subjects as sexual harassment or gender equity awareness. Information includes the grant amount and uses to which the money would be put.

**RETENTION:**

Retain 5 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:** 01/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on 34 CFR 76.730 (1992), which states that grantees must keep records regarding the amount of funds under the grant, how the grantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit for at least 5 years.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12661

**TITLE:** Gender Equity Program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12936

3

**TITLE:** Grant recipient files

**DATES:** 1970-2001.

**ARRANGEMENT:** Chronological, thereunder alphabetical by recipient name.

**DESCRIPTION:**

These records document the funding received by Applied Technology Centers and high schools for their vocational programs. Funding may come through the state or through the federal Carl Perkins program. The records track the funding from application to monitoring and accountability. These are the centralized files of all of Education's vocational specialists. Included are the applications for funds, correspondence to recipients, monitoring reports, requests for reimbursement, and accountability reports, which include statistics regarding how many students were involved and what they expected to achieve.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Legal

This disposition is based on 34 CFR 75.730 (1992), which says "to keep records regarding the amount of funds under the grant, how the grantee uses the funds, the total cost of the project, the share of the cost from other sources, and records to facilitate an effective audit ... 5 years."

**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 12936

**TITLE:** Grant recipient files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13003 3

**TITLE:** Sex Equity Program proposal reading committee files

**DATES:** 1985-2015.

**ARRANGEMENT:** Chronological, thereunder alphabetical by program name

**DESCRIPTION:**

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

**RETENTION:**

Retain 1 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 3.

**AUTHORIZED:** 03/10/2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Names of committee members

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13005

3

**TITLE:** Sex Equity Programs monitoring and evaluation reports

**DATES:** 1985-2001.

**ARRANGEMENT:** Alphabetical by Turning Point center or Sex Equity district, thereunder chronological.

**DESCRIPTION:**

These evaluation reports and question checklists are produced by the Sex Equity specialist when formal or informal visits are made to Turning Point Program centers. They document whether programs are operating according to objectives and whether the center needs technical assistance or not. The information includes questions such as "program is operating according to proposal as funded" and "curriculum is consistent with approved program description." Also included is the grant amount, starting and ending dates, and comments from the specialist.

**RETENTION:**

Retain 3 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:** 01/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical  
These records document the Sex Equity Program.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13005

**TITLE:** Sex Equity Programs monitoring and evaluation reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12663

3

**TITLE:** Single Parent and Displaced Homemaker Program correspondence

**DATES:** 1972-2001.

**ARRANGEMENT:** Alphabetical by region, thereunder 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 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03/10/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12663

**TITLE:** Single Parent and Displaced Homemaker Program correspondence

(continued)

**SECONDARY DESIGNATION(S):**

Protected. Financial data

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12662

3

**TITLE:** Single Parent and Displaced Homemaker Program minutes

**DATES:** 1972-2001.

**ARRANGEMENT:** Alphabetical by type of committee, thereunder chronological.

**DESCRIPTION:**

These minutes document the meetings of the State Turning Point Advisory Council, Turning Point Director, and Turning Point training sessions. They include program improvement, policy changes, procedural expectations, agenda, and committee member names, concerns, and problems.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/17/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12777

3

**TITLE:** Stock market game program records

**DATES:** 1990-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Economic Education specialist within the Applied Technology Section oversees a program called the Stock Market Game. This game teaches students from seventh through twelfth grade about the financial world. These records keep track of participating schools, teachers who have been trained to use the game, and who the winning teams are. Included are financial records of the program; weekly team ratings; teacher inservice credits; names of schools, advisors, and teams who participate; and the written game materials.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided fiscal report & participant list kept permanently.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on general audit requirements of financial records and the administrative needs expressed by the agency to have access to the annual fiscal report and the list of participating teams permanently.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12777

**TITLE:** Stock market game program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12774

3

**TITLE:** Teacher inservice training records

**DATES:** 1989-2001.

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological.

**DESCRIPTION:**

These records track the training and credits that teachers receive when they attend Economic Education training sessions. Included are records regarding expenditures, the arrangements for the training (rooms, refreshments, etc.), correspondence advertising workshops, registration forms, handouts, evaluations, attendance records, and credit granted (which is maintained permanently by the Teacher Certification Section). Teacher involvement is voluntary.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy provided Teacher Certification keeps final credit records.

**APPRAISAL:**

Administrative

**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 12774

**TITLE:** Teacher inservice training records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12776

3

**TITLE:** Utah Council on Economic Education program records

**DATES:** 1978-2001.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

The Utah Council of Economic Education oversees/advises the use of funds spent on economic education. The council is an eighteen-member body with representatives from business, labor, agriculture, government, and education. They meet quarterly. These records include a list of the board of directors, meeting minutes, and agenda.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 10/13/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These records document the Utah Council of Economic Education advice and oversight of funds spent on economic education.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12776

**TITLE:** Utah Council on Economic Education program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.



**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12503 3

**TITLE:** Utah displaced homemaker program records

**DATES:** 1988-2001.

**ARRANGEMENT:** Chronological, thereunder alphabetical by region and district name  
**DESCRIPTION:**

These records document the state program created to assist women who have been out of the workforce for a minimum of eight years and who have no marketable skills. The program helps these individuals to become more self-sufficient through educational training and support services. The program is administered through the Sex Equity specialist in the Applied Technology Section of the Office of Education. The specialist coordinates the program through regional centers, usually located on applied technology center, college, or university campuses. The regional centers apply for grant funds to help displaced homemakers, single parents, and single pregnant women in their area. These records are the requests for proposals (RFP), actual grant proposals, monitoring reports, financial records, and correspondence received by the Sex Equity specialist. The grants are funded through state and federal monies.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2002

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Fiscal Legal

This disposition is based on 34 CFR 76.730, which says to retain grant records for five years.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 12503

**TITLE:** Utah displaced homemaker program records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12978

3

**TITLE:** Vocational and applied technology education plan

**DATES:** 1970-2001.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This plan, produced on an irregular basis, documents the intentions of the state vocational programs and what they would like to accomplish. It is sent to the federal government, which reviews the plan. The Applied Technology Section then makes changes as necessary before federal monies are granted. The vocational programs must lead to "academic and occupational skill competence for a technological society." Included in the plan are its mission, goals, methodology, performance standards and measures, budget, and local applications.

**RETENTION:**

Retain 5 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:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of the information contained in the plans.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 12978

**TITLE:** Vocational and applied technology education plan

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13135

3

**TITLE:** Vocational education (VEMIS) records

**DATES:** 1975-2001.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series is the data held within the Vocational education electronic system. The data are obtained through students as they enroll in high school or applied technology center vocational programs. Data are also submitted through administrators in order to document both the effectiveness of the programs per individual and overall. The information relates to grant expenditures within the programs, accomplishments of the training per student, and the placement of students in their post high school activities (such as jobs). Information includes student name, social security number, career goal, school and district enrolled, date training completed, placement categories such as specific training received and competency attained, whether a job related to training was received, employer name, job title, job duties, hourly wage, and supervisor's name, among other data elements stated below; and financial data about the reimbursement of federal funds (including budget, salary, and equipment costs).

Summary reports run from these data include an Accountability report (series 13140), which contains statistical data about enrollment per vocational category and outcome measures summaries (with open-ended questions for program administrators to answer); Student follow-up summary reports (series 13164), which contain statistical data about student totals, training, and job placement; Individual student reports (series 13165), which contain personal data about students such as name, birthdate, telephone number, grade, sex, race, school and district, vocational goal, educational pattern, if in a federally-funded program, if academically disadvantaged, if disabled, if economically disadvantaged, English proficiency, if incarcerated or a youth in custody, and workplace skills; and Student placement/follow-up reports (series 13166), which contain the personal data stated above and the job placement obtained upon completion of training.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 13135

**TITLE:** Vocational education (VEMIS) records

(continued)

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2002

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on informational value these records have for longitudinal studies of the effectiveness of vocational programs. Also, the data must be retained at least 5 years, according to 34 CFR 76.730, because they document funds received for grant programs.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 16661

3

**TITLE:** Vocational education planning regions annual plans

**DATES:** 1990-2001.

**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 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 10/18/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These are historical because they are publications.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Applied Technology Education Section

**SERIES:** 12775

3

**TITLE:** Young entrepreneur program records

**DATES:** 1987-2001.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

The Economic Education specialist in the Applied Technology Section oversees the Young Entrepreneur Program, which is a competition for high school students who own and operate their own business. The students submit an application, a panel judges it, then the students give oral presentations with videos. These records document the application and award activity. This program is run in conjunction with the Department of Community and Economic Development, which maintains the financial records. Included are correspondence to teachers, principles, finalists, and sponsors; hotel reservations for students; student videotapes; and a copy of the program from the awards presentation.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Historical

This disposition is based on the administrative needs expressed by the agency and by historical/human interest factor of the student videotapes, which document high schoolers' ingenuity.



**AGENCY:** Board of Education. Office of Education. Applied Technology Education  
Section

**SERIES:** 12775

**TITLE:** Young entrepreneur program records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Student business records and application

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.