

Retention and Classification Report

Agency: Board of Education. Office of Education. Information Services
and Production Section (2512)
250 East 500 South
Salt Lake City, UT 84111

Records Officer: Benjamin Rasmussen

12931	Electronic drafts of publications
12927	Equipment inventory
12928	Equipment repair record
12930	*Graphics job tickets
12929	Graphics technical reference files
12932	Records management files

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12931 3

TITLE: Electronic drafts of publications

DATES: 1985-

ARRANGEMENT: Alphabetical by organizational division, thereunder by staff member responsible for publication

DESCRIPTION:

The Graphic Design subsection of Information Services produces camera ready copies of most official agency publications. Many of these are stored in electronic format on Macintosh diskettes.

RETENTION:

Retain until superseded.

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.

Computer data files: Retain in Office until superseded or obsolete and then delete.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 45.

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

AGENCY: Board of Education. Office of Education. Information Services and
Production Section

SERIES: 12931

TITLE: Electronic drafts of publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12927

3

TITLE: Equipment inventory

DATES: 1993-

ARRANGEMENT: None

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

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.

Computer data files: Retain in Office for 2 years after equipment is surplused and then delete.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 27.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12928

3

TITLE: Equipment repair record

DATES: 1993-

ARRANGEMENT: None

DESCRIPTION:

Records documenting the service, repair, and inspection of computer hardware (mainframes, mini and micro computers), which also include service/maintenance agreements.

RETENTION:

Retain 1 year after equipment is repaired.

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.

Computer data files: Retain in Office for 1 year after equipment is repaired and then delete.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 5, Item 5.

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

AGENCY: Board of Education. Office of Education. Information Services and
Production Section

SERIES: 12928

TITLE: Equipment repair record

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12930

3

TITLE: Graphics job tickets

DATES: 1975-2014.

ARRANGEMENT: Chronological by fiscal quarter, cumulated annually

DESCRIPTION:

Control registers pertaining to requisitions and work orders for printing, binding and duplicating services.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 12, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12929

3

TITLE: Graphics technical reference files

DATES: 1975-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until obsolete.

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 until obsolete and then destroy.

Computer data files: Retain in Office until obsolete and then delete.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

AGENCY: Board of Education. Office of Education. Information Services and
Production Section

SERIES: 12929

TITLE: Graphics technical reference files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Information Services and Production Section

SERIES: 12932

3

TITLE: Records management files

DATES: 1990-

ARRANGEMENT: Grouped by subject in no discernable order

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The Research Library, a part of the Information Services Section, collaborates with the School Law and Legislation Section in managing Utah State Office of Education records. These records comprise document related to the inventory of record series, training of staff, and technical assistance in everyday problems of records management. Files concerning GRAMA [UCA 63-2 et seq.] requests are maintained by the School Law and Legislation Section.

RETENTION:

Retain until updated or superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 updated or superseded and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 37.

AGENCY: Board of Education. Office of Education. Information Services and
Production Section

SERIES: 12932

TITLE: Records management files

(continued)

PRIMARY CLASSIFICATION:

Public