

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: 1985-2015.

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 AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or obsolete and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 12927

3

TITLE: Equipment inventory

DATES: 1993-2014.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 12928

3

TITLE: Equipment repair record

DATES: 1993-2015.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-1765.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

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

SERIES: 12929

3

TITLE: Graphics technical reference files

DATES: 1975-2015.

ARRANGEMENT: None

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete and then destroy.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

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

SERIES: 12932

3

TITLE: Records management files

DATES: 1990-2015.

ARRANGEMENT: Grouped by subject in no discernable order

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.