

# 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 1

**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 is proposed and has not yet been approved.

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Computer data files: Retain in Office until superseded or obsolete and then delete.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

**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

1

**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 proposed and has not yet been approved.

**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.

**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.

**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.

**AUTHORIZED:** 08-01-2014

**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.