

Retention and Classification Report

Agency: Board of Education. Office of Education. Strategic Planning
Section (2513)
250 East 500 South
Salt Lake City, UT 84111

Records Officer Benjamin Rasmussen

12934	Associate superintendent's executive correspondence
12670	Centennial schools financial records
12759	*Centennial schools grant files
12758	Centennial schools unapproved applications
12669	Publications
12933	Publications
12756	Serve America committee files
12671	Serve America grant files
12755	Serve America workshop records
12935	Technical reference files

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12934

3

TITLE: Associate superintendent's executive correspondence

DATES: ca. 1982-

ARRANGEMENT: Alphabetical by project or person name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12934

TITLE: Associate superintendent's executive correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12670

1

TITLE: Centennial schools financial records

DATES: 1993-

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by school district name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Centennial Schools Program was enacted by the Utah State Legislature in 1993, and is described in UCA 53A-1a-302. This program was designed to provide nonlapsing funds to schools on a competitive basis. The funds may be used in conjunction with other grant monies to pay for areas such as reducing class size or experimental programs. The program is administered by the Strategic Planning section of the Utah State Office of Education (USOE). These records document the allocation of funds under the Centennial Schools Program. Included are the awarded funds approval forms, which provides an abstract of the expenditures, the objective of the award, funding source and type, USOE distribution codes, and approval of the superintendent. Also included are award letters sent to the superintendent of the local school districts.

RETENTION:

Retain 3 years after use of all grant funds.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 after use of all grant funds and then destroy.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12670

TITLE: Centennial schools financial records

(continued)

APPRAISAL:

Fiscal

This disposition is based on the general audit requirements of financial records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12759

3

TITLE: Centennial schools grant files

DATES: 1993-2000.

ARRANGEMENT: Chronological by year of application, thereunder alphabetical by school name

TOTAL VOLUME: 20.00 cubic feet.

DESCRIPTION:

These files contain all successful grant applications for the Centennial Schools Program for the State of Utah. Each grant has a renewal application process which lasts between three and five years.

RETENTION:

Retain 1 year after grant has expired.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2002.

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 1 year after grant has expired and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 1 year after grant has expired and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12759

TITLE: Centennial schools grant files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12758

3

TITLE: Centennial schools unapproved applications

DATES: 1993-

ARRANGEMENT: Chronological by year received, thereunder alphabetical by school name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

RETENTION:

Retain 3 years after rejection.

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 1 year after rejection and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 12.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12758

TITLE: Centennial schools unapproved applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12669

3

TITLE: Publications

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 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:

Retain until publication.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 publication and then transfer to State Archives with authority to weed.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12669

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12933

3

TITLE: Publications

DATES: 1992-

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:

Retain until publication.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 publication and then transfer to State Archives with authority to weed.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12933

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12756

3

TITLE: Serve America committee files

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document Utah's grant proposal to the federal Commission on National and Community Service. In 1992, Utah began participation in the commission's program, which makes funds available to local schools (public or private) to develop and implement community service programs. Information includes a list of the local Serve America Committee members, a limited amount of correspondence among committee members, and minutes of this committee's meetings. The grant proposal indicates the proposal title (I.O.U.--"I Owe Utah"), a brief summary of the proposal, identification of the lead agency (governor's office), staff contact at the Utah State Office of Education, amount of funds requested, population expected to participate, anticipated clientele, a detailed narrative discussion of the project, and a directory of committee members. The committee directory includes the names of members along with their organizational affiliation, address, and phone numbers. Minutes include an agenda, names of people present, and a summary of the discussions at the meeting. These records are maintained in the same binder as the Serve America workshop files, series 12755.

RETENTION:

Retain 3 years after grant has expired.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12756

TITLE: Serve America committee files

(continued)

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 after grant has expired and then transfer to State Archives with authority to weed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home phone numbers of committee members [UCA 63G-2-302(1)(e) (2008)]

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12671

3

TITLE: Serve America grant files

DATES: 1992-

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by applicant's name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

In 1992, the State of Utah began participation in the National Community Service Program of the Commission on National and Community Service, a creation of the United States Congress. Under this program, funds are made available to local schools or school districts, public or private, to develop and implement community service programs. These programs are particularly to be aimed at students at-risk in the following categories: drop-outs and out of school youth, economically and educationally disadvantaged, disabled, or homeless. These records document this program and funds allocated to schools. The information includes abstracts of the applications indicating the title, director, and purpose of the project; C-20 Awarded Funds Approval Forms, indicating the recipient agencies, abstract and object of award, funding source and type, USOE distribution codes, and approvals; copies of Card 4 forms indicating the distribution of funds to individual school districts; letter of approval or disapproval of the grant request; and an application for grant funds, which includes a summary of the project explanation of how the program relates to the Utah strategic plan for education, table of objectives, and date activities are to be completed.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12671

TITLE: Serve America grant files

(continued)

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 2, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12755

3

TITLE: Serve America workshop records

DATES: 1992-

ARRANGEMENT: Chronological by date of workshop

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

In 1992, the State of Utah began participation in the National Community Service Program of the Commission on National and Community Service, a federal entity. Under this program, funds are made available to local schools or school districts (public or private) to develop and implement community service programs. These programs are particularly to be aimed at students at-risk in the following categories: drop-outs and out-of-school youth, economically and educationally disadvantaged, disabled, or homeless.

These records document workshops sponsored by the Utah State Office of Education (USOE) which provide for training of teachers. The front of the binder in which these records are maintained includes the Serve America committee files, series 12756. Following those records are the workshop files, which include a copy of an invitation to the particular program; an expenditure approval form (C-7) for the USOE funds expended to establish the program; preliminary warrant requests (C-14); reimbursement vouchers for the invited participants; hotel receipts; lists of people registered to attend; Service Learning Project plans which indicate the name of the teacher or contact person, school name and address, needs to be met through the service project, description of proposed project, the clientele to be served, and the beginning and ending dates of the project; correspondence from teachers concerning service projects; and, occasionally, letters from students who have participated in the service projects.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12755

TITLE: Serve America workshop records

(continued)

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 after grant has expired and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12935

3

TITLE: Technical reference files

DATES: ca. 1982-

ARRANGEMENT: Alphabetical by project name or subject

ANNUAL ACCUMULATION: 2.50 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 administrative need ends.

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 administrative need ends and then destroy.

APPRAISAL:

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

AGENCY: Board of Education. Office of Education. Strategic Planning Section

SERIES: 12935

TITLE: Technical reference files

(continued)

PRIMARY CLASSIFICATION:

Public