

# 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

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. 1982-2015.

**ARRANGEMENT:** Alphabetical by project or person name

**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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

**AUTHORIZED:** 01-17-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Disposition is based upon the future research value of the data contained within this series.

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

**SERIES:** 12934

**TITLE:** Associate superintendent's executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

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

**SERIES:** 12670

3

**TITLE:** Centennial schools financial records

**DATES:** 1993-2015.

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

**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 for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Accounting administrative files, GRS-1790.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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:**

These records have fiscal value(s).

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/2002

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). These records have historical value as they document the activities of the agency and the use of funds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

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

**SERIES:** 12758 3

**TITLE:** Centennial schools unapproved applications

**DATES:** 1993-2015.

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

**DESCRIPTION:**

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

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Unsuccessful grant application files, GRS-1746.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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:**

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. Strategic Planning Section

**SERIES:** 12669

3

**TITLE:** Publications

**DATES:** 1993-2015.

**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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). Disposition is based upon the future research value of the data contained within this series.



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

**SERIES:** 12669

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

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

**SERIES:** 12933

3

**TITLE:** Publications

**DATES:** 1992-2015.

**ARRANGEMENT:** None

**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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-01-2013

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). appraisal based on future research value of the data.

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

**SERIES:** 12933

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

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

**SERIES:** 12756

3

**TITLE:** Serve America committee files

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological

**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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 12756

**TITLE:** Serve America committee files

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data  
contained within this series.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

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

**SERIES:** 12671

3

**TITLE:** Serve America grant files

**DATES:** 1992-2015.

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

**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 for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 12671

**TITLE:** Serve America grant files

(continued)

**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. Strategic Planning Section

**SERIES:** 12755

3

**TITLE:** Serve America workshop records

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological by date of workshop

**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after grant has expired and then destroy.



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

**SERIES:** 12755

**TITLE:** Serve America workshop records

(continued)

**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. Strategic Planning Section

**SERIES:** 12935

3

**TITLE:** Technical reference files

**DATES:** ca. 1982-2015.

**ARRANGEMENT:** Alphabetical by project name or subject

**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 administrative need ends 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.