

# Retention and Classification Report

**Agency:** Schools for the Deaf and the Blind (272)

Administration Office  
742 Harrison Blvd  
Ogden, UT 84404  
801-399-9631

**Records Officer:** Tamara Flint

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07505 Accounting administrative files  
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 09880 Library automated system  
 09715 Library equipment checkout records  
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 23975 Literary Magazine  
 08550 \*Literary society minutes book  
 07579 Local educational agencies policy book  
 05199 \*Minute books  
 07567 \*Newspaper clippings  
 09761 \*Parent/guardian address book  
 09752 Periodical check-in cards  
 07706 Personnel files for permanent employees  
 07512 \*Petty cash balance report of student funds  
 07595 Photographs  
 07591 Policies and procedures manuals  
 07574 Professional responsibility policy and procedures  
 09681 Program accounting registers  
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 07696 Purchase orders  
 08549 Purchase requisitions  
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83963 Sights and Sounds of Utah Schools for the Deaf and the Blind  
09812 Special milk reimbursement claims  
08783 State Auditor's reports  
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08548 \*Student account ledger  
07635 \*Student activity fee receipt books  
09624 \*Student activity requests  
06833 \*Student expense account records  
07723 Student files  
09579 Student foster care case files  
09579 Student foster care case files  
09569 Student registrations  
07517 \*Student reunion register  
07721 Student transportation reimbursement records  
09582 Student transportation subject files  
07677 \*Student trustee account receipt books  
09611 Student tutoring lessons  
09596 Superintendent administrative files  
09612 Superintendent's budget correspondence  
06613 Teacher credentials  
09682 \*Title I program evaluations  
07563 \*Utah Eagle funds account ledger  
00894 \*Utah magazine  
09762 Vision screening for public school children  
07557 \*Voucher record book

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9623

3

**TITLE:** Absentee reports

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The administrative office creates a report to document teacher absences and reasons for leave request. The leave may be because of sickness, personal or professional reasons, leave without pay, school business, or other reasons. The information includes employee name, date of absence, and substitute teacher name.

**RETENTION:**

Retain 6 months

**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 6 months and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 11.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9623

**TITLE:** Absentee reports

(continued)

**PRIMARY CLASSIFICATION:**

Public            Eighteen personal data elements identified by the State  
Records Committee.

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7505

3

**TITLE:** Accounting administrative files

**DATES:** 1940-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**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:**

Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 1.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7505

**TITLE:** Accounting administrative files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8552

3

**TITLE:** Accreditation evaluation

**DATES:** 1972-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This evaluation was created by the Utah Schools for the Deaf and the Blind (USDB) to provide standards and evaluation criteria by which to evaluate all aspects of the USDB. The school is currently accredited every five years by the American Conference for the Education of the Deaf (ACED) and the National Accreditation for the Blind (NAB). The report evaluates the following: the administration (board, superintendent, administrators, instructional staff, salaries, etc.); pupil and personnel services; school facilities; custodial program; food service program; school programs (language, speech, reading, auditory training, preschool, social studies, science, mathematics, art, and integration); curriculum; educational resource center; career education programs (schedules, home economics, arts and crafts, graphic arts, etc.); residential living and activities; special programs (teacher training, behavior modification, and federally supported programs); and medical services. The evaluation also includes a parental questionnaire with percentage responses regarding USDB's effectiveness in developing human relations, skills, and personal characteristics; and parental appraisal of school programs.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 5 years and then transfer to State Archives.

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



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8552

**TITLE:** Accreditation evaluation

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the primary evidential value of this evaluation tool to USDB school administrators, teachers, parents, and others.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 1357

3

**TITLE:** Administrative records

**DATES:** 1909-1975.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 State Archives permanently with authority to weed.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6569

3

**TITLE:** Admissions log

**DATES:** 1884-

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are used to document admissions for the School for the Deaf. The data from 1884-1989 are handwritten in two volumes. Information since 1990 has been recorded on the computer. The information includes the child's name, date entered school, birthplace, cause of deafness, age at which hearing loss was detected, deaf relatives, parent's name, parent's birthplace, parent's occupation, residence, date child was discharged or graduated from school, and miscellaneous remarks.

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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: For records beginning in 1884 through 1989. Retain in Office permanently after being microfilmed.

Computer data files: For records beginning in 1990 and continuing to the present. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6569

**TITLE:** Admissions log

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the research value. The records help document a family's history of deafness and provide insight into Utah's deaf community.

**PRIMARY CLASSIFICATION:**

Private                      Until 100 years after student admission UCA 63A-12-109  
(1991).

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7594

3

**TITLE:** Advisory council minutes

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the minutes from the Governor's Advisory Council, which became the Institutional Council ca. 1981. The council discusses issues related to the school in cooperation with the Board of Education. They meet monthly. The purpose of the Advisory Council was to respond to the needs of parents, students, and teachers in an advisory capacity. In addition, the Institutional Council is responsible for the management of property, funds, and education at the Utah Schools for the Deaf and the Blind and has the power to change internal policies.

**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:**

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

These records show the historical development of the Utah Schools for the Deaf and the Blind.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7594

**TITLE:** Advisory council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9753

3

**TITLE:** Annual budget reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Transfer to the State Archives permanently.

**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 7 years and then transfer to State Archives.

**APPRAISAL:**

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

Disposition based on the value of these records in documenting agency finances, procedures, and function.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9753

**TITLE:** Annual budget reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9167

3

**TITLE:** Annual reports

**DATES:** 1896-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports provide account of each school's activities and accomplishments. The reports contain information pertaining to programs, operations, policies, procedures, recommendations, and finances.

**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 State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9882

1

**TITLE:** Architectural drawings

**DATES:** 1934-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are the blueprints for the school buildings on 846 20th Street in Ogden. They document the building history of the school. The drawings include plans, sections, elevations, and details for Driggs hall, Woodbury hall, heat plant, garage and maintenance building, classroom building, vocational building, administration building, primary hall, shop building, gym and arts building, and the supplemental, classroom, and employee quarters for the tuberculosis hospital at 742 Harrison in Ogden. Also included are the plans for the new school at 742 Harrison.

**RETENTION:**

Retain until school moved

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 until school has moved and then transfer to State Archives with authority to weed.

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9882

**TITLE:** Architectural drawings

(continued)

**APPRAISAL:**

Historical

This disposition is based on the historical value of architectural drawings. These drawings are the record copy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7691

3

**TITLE:** Athletic association minutes book

**DATES:** 1943-1948.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the constitution, bylaws, and meeting minutes of the Arthur Wenger Athletic Association, an all-male student athletic club at the Utah Schools for the Deaf and the Blind.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 series approval process is complete and then transfer to State Archives.

**APPRAISAL:**

Historical

This disposition is based on the potential research value of the book. It is the only surviving documentation of this student organization and may be one of the earliest athletic programs started for disabled children.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9583

3

**TITLE:** Attendance registers

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Teachers create these registers to track student attendance and grades for each of the classes they teach. The register is filed with the program coordinator at the end of each school year. The register includes teacher's and students' names, class, texts used, days student attended, times tardy, and final mark. The register also includes student information used by teachers in their roles as advisors, including student home address, home telephone, miles transported to school, date of birth, age, grade level, parent or guardian name, where employed, business phone, previous school name and location, and anticipated school name and location.

**RETENTION:**

Retain 3 years or until audited

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years or until audit is complete and then destroy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9583

**TITLE:** Attendance registers

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on 34 C.F.R. 302.44(a) (1990), which states that "each state agency . . . shall count handicapped children . . . on their membership rolls as of October 1 of each year and shall report their average daily attendance to the State educational agency." Because the students' grades and attendance are made part of the permanent student academic files, these records need not be kept beyond 3 years, which also considers the administrative needs expressed by school officials.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6555

3

**TITLE:** Audiological records

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are created by the audiologist to document student hearing loss, ear infections, and to check hearing aids. The audiologist maintains an administrative copy. The record copy is maintained in the student's academic file, and is eventually microfilmed. These documents are used by students throughout their lives to prove that they are legally deaf. The information is also important to those researching hearing loss and genetics. Included is the child's name, address, birthdate, history of their deafness, fluctuations of hearing loss, speech pathology data, medical records from various institutions, and correspondence to and from doctors and parents.

**RETENTION:**

Retain 20 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1992.

**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 copy: Retain in Office for 20 years or until termination of student and then destroy provided record copy is in the student's academic file.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6555

**TITLE:** Audiological records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the audiologist.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8559

3

**TITLE:** Autistic children extended year program report

**DATES:** 1983.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This report was created by the State Board of Education and submitted to the Legislature to comply with the School Finance Act, Senate Bill No. 334 in the 1983 Session. It provides guidelines and determines extended school year services for autistic children. The report includes forms describing the Individualized Education Program (IEP) conferences held with each autistic child. The forms help specify areas of self-sufficiency and develop a maintenance plan for areas in which regression/recoupment disabilities were evidenced. The report outlines the summer extension program for autistic students and provides a summary of the 1983 summer program's success.

**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 1991 and then transfer to State Archives.

**APPRAISAL:**

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8559

**TITLE:** Autistic children extended year program report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9168

3

**TITLE:** Autistic student academic case files

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Student files are maintained to provide individual medical and family history, document attendance, gauge progress and academic success, and to verify disability for social security purposes. These records contain official documentation listing autistic students' courses, grades, credits earned, and status achieved. The files also include psychological reports, eye and ear exams, other medical records, registration forms, parental permission forms, individual education plans (IEP), a statement of parents' rights, Stanford Achievement Test (SAT) scores, and behavioral intervention methods to use with the child.

**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 25 years or until student termination and then microfilm.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 1.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9168

**TITLE:** Autistic student academic case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychological records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8784

3

**TITLE:** Basic functional competency for blind students report

**DATES:** 1981.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This report was initiated by the School for the Blind as part of the 1980 Staff Needs Assessment, to provide teachers an assessment instrument to certify student functional competency. The report defines basic functional competency, identifies levels of functional competency for the time a student is served by the school (school objectives and performance indicators), and provides follow-up procedures to determine progress of students who have left the school. The report includes a detailed listing of skills and knowledge that represent student competence in communicating, computing, and grasping the processes and structure of democratic governance; as a consumer of goods and services; functional competence as a problem solver; and competence in daily living skills. The report gives both the objectives of the school in each of these areas and lists the performance indicators by which to measure student progress.

**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 1991 and then transfer to State Archives.

**APPRAISAL:**

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8784

**TITLE:** Basic functional competency for blind students report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9800

3

**TITLE:** Biennial building request

**DATES:** 1963-1965.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This request was made by the Utah Schools for the Deaf and the Blind to the Utah State Building Board to secure funding for additional and adequate space and to lend justification to projects requested (e.g., fire alarms, dorms, remodeling, roof replacement, parking lots, landscaping, etc.). The request includes estimated costs and projections in growth.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

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

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the agency. The Building Board maintains the record copy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9754

3

**TITLE:** Block grant yearly reports

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are planning and program grants given to the Utah Schools for the Deaf and the Blind from the Federal Government. The files contain information about the Elementary Secondary Education Act (ESEA), sensory-impaired infants, and programs at the school using grant money. Correspondence, financial information, and certification of expenditures are also included. The applications for the grants are not included.

**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 2, Item 4.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9754

**TITLE:** Block grant yearly reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7589

3

**TITLE:** Board of Education meeting agenda

**DATES:** 1959-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the agendas of the Board of Education, stating what will be discussed in the monthly meetings, such as funding, services, studies, and master plans. The Utah Schools for the Deaf and the Blind (USDB) use the agenda to know when to present issues for the Board's review. These records include the items and supporting material that USDB has submitted.

**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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

These records are not held by another institution and give vital historical information about the school.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7589

**TITLE:** Board of Education meeting agenda

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7575

3

**TITLE:** Board of Education minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the minutes of the Utah State Board of Education, which are published and sent to all Board members. The information may include studies, statistics, and fiscal legislation, as well as the minutes from the meetings. The Schools for the Deaf and the Blind maintain only the agenda items which pertain to them.

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

These records are referred to for 3 years.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7575

**TITLE:** Board of Education minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7600

3

**TITLE:** Board of Trustees for the Utah School for the Deaf and Dumb minutes

**DATES:** 1896-1905.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9625

3

**TITLE:** Building board records

**DATES:** 1938-1977.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

The State Building Board conducts space utilization studies and prepares master plans. When the plans are submitted to the Legislature, money may be appropriated for constructing new buildings or improving the old. These files are the record copy. They contain specifications, construction information, correspondence, bids, requests for repairs, and other such material about the campus of the Utah Schools for the Deaf and the Blind.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the evidential value of the building program.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9625

**TITLE:** Building board records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7698

3

**TITLE:** Cash book

**DATES:** 1899-1921.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This book was created by the school treasurer to track monies and expenditures. The information was used for audit purposes. The data collected includes date, debit type, warrant number, state appropriation amount, and the expenditure categories: general maintenance, library, renovations, kindergarten furnishing costs, office boiler costs, remodeling of main building, finishing annex building, shoe shop, carpenter shop, printing office, sewing room, pupils, shop for blind, grounds, livestock, renewals and improvements, and miscellaneous.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 series approval process is complete and then transfer to State Archives.

**APPRAISAL:**

Historical

This disposition is based on the historical value of the cash book. It samples school expenditures during the first quarter of the century.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8557

3

**TITLE:** Certification of teachers of the deaf reports

**DATES:** 1983.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This report was created by the School of the Deaf and submitted to the Utah State Board of Education to show deaf certification status for teachers at the School of the Deaf in compliance with state certification requirements. The report also gives implications of a proposed revision that would require dual certification for teachers of the deaf and recommendations to the Board that certification remain unchanged. It includes training program survey results, and several appendices: A) Policy on Education of the Hearing Impaired, B) Utah School for the Deaf Brochure, C) Standards for Certification of Teachers of the Deaf, and D) Competency Guidelines for Teachers of the Deaf.

**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 1991 and then transfer to State Archives.

**APPRAISAL:**

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8557

**TITLE:** Certification of teachers of the deaf reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9713

3

**TITLE:** Commencement programs

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These programs document the graduation ceremonies of the Utah Schools for the Deaf and the Blind. The information in the programs include speakers, music, graduates and their honors, and the time and date of the commencement exercises.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the informational value of the programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9617

3

**TITLE:** Coordinating council minutes

**DATES:** 1968-1972.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These are the minutes of an internal council at the Utah Schools for the Deaf and the Blind. The purpose of the council was to resolve problems regarding students. The minutes document conversations with parents, behavior problems, dorm counseling, emotional problems, drug abuse, and general hearsay. Included is the child's name.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1988.

**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 permanently.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

This disposition is based on the administrative need expressed by the agency. Though there is no summary record of this short-lived committee, the data contained in the minutes, much of it personal hearsay, has been deemed by the agency as impermanent.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9617

**TITLE:** Coordinating council minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3)(2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32)(2008)

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9560

**TITLE:** Curriculum guide for teachers of multiply handicapped hearing impaired

3

**DATES:** 1978.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This publication was created by the multiply handicapped curriculum committee to set a curriculum standard for hearing impaired students with additional disabilities. The report serves as a guide to the developmental stages of children in the following areas: conceptual development, motor development, perception and memory, communication skills, independent functioning, and social functioning. Also included is a mastery scale to be used to evaluate each child.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10689

3

**TITLE:** Curriculum guides

**DATES:** 1924-

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

This series contains guides and materials to assist teachers in their individual subjects. The guides include basic steps for introducing new concepts while reinforcing prior instruction. The areas of curriculum include: english, geography, history, language, reading, science, and vocational education.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting the school's programs, achievements, academic courses, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9810

3

**TITLE:** Daily menu planning worksheets

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

The Food Services department of the Schools for the Deaf and the Blind uses these worksheets to plan their menus and track grocery inventory. The worksheets list what is on the daily menu by food group, and the quantity planned and consumed (lbs., cans, etc.).

**RETENTION:**

Retain 3 years or until audited

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years or until program audit is completed and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on compliance with the three-year audit period adopted by the State Board of Education as part of its measures to control school lunch revenues based upon student apportionment according to UCA 53A-19-201 (1990).

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10057

3

**TITLE:** Deaf student classroom exercises videos

**DATES:** ca. 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are videos (in Beta format) of deaf students which document various classroom activities and students communicating in sign language.

**RETENTION:**

Retain 1 year or until administrative need ends

**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.

Video recordings master: Retain in Office for 1 year or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

Disposition based on the value of these records in documenting the school's achievements, programs, and function.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10057

**TITLE:** Deaf student classroom exercises videos

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7521

3

**TITLE:** Deaf student project book

**DATES:** 1905.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book is a compilation of work completed by a sampling of deaf students in the fourth through eighth grades. The projects include maps and essays from geography and history lessons. Information within the record includes student name, age, degree of deafness, teacher name, and teacher comments about students.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the informational and evidential value of the book. It documents both the curriculum being taught to deaf students and represents the kind of quality work that students created in 1905.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7521

**TITLE:** Deaf student project book

(continued)

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9803

3

**TITLE:** Deaf-blind consultant records

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by student name

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These files are created by the Specialist for Deaf/Blind students to evaluate the educational needs and abilities of deaf/blind students and to plan a course of action for their education. The students are reevaluated every three years. The files are also referred to when the specialist receives calls from other school districts and teachers regarding a student's history. They contain copies of the student's evaluations, certificate of deaf-blindness, and related records. The originals are maintained as part of each student's permanent official record (blind student academic files, series 8438, or deaf student academic files, series 7723).

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the perceived administrative need for the files expressed by the Specialist for the Deaf/Blind in order to meet reference requests about a student's history and

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9803

**TITLE:** Deaf-blind consultant records

(continued)

questions regarding prior student evaluations.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychological reports

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6571

3

**TITLE:** Deaf-blind grants

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These grants are created by the Utah Project for Children with Dual-sensory Impairment. This program helps educate children who are both blind and deaf. The records are used for the administration of the project, to collect data to support grant applications, and to evaluate services provided. Included are financial records, student information, and program information of subcontractors.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 2 years after grant is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on 34 CFR 300.231 (1989), which states that local educational agencies receiving assistance for education of handicapped children under Part B of the Education of the Handicapped Act must maintain for five years records which show compliance. These records are subject to federal audit.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6571

**TITLE:** Deaf-blind grants

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9626

3

**TITLE:** Deaf-blind subject files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the concerns of the deaf-blind program at the Utah Schools for the Deaf and the Blind. Included is the state plan for the program, briefs summarizing activities of the state liason, other states or interstate programs, and correspondence between the liason and other states. The information includes student enrollment, student names, birthdates, the program they are in, and regarding the exceptional child center.

**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 03/01/1992.

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

**APPRAISAL:**

Historical

This disposition is based on the evidential value of program files.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9626

**TITLE:** Deaf-blind subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Student names, birthdates, and individual programs.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8556

3

**TITLE:** Education of the deaf in Utah: a comprehensive study

**DATES:** 1977.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This publication was created by the Utah State Board of Education, Office of Administration and Institutional Services to discuss new ways to strengthen programs for the deaf in Utah and to address the gap between training at the Utah School for the Deaf and training for Utah's adult deaf--to encourage both groups to be mutually supportive and viable. The report includes summary and analysis of evaluative research on communication methods used in educating the deaf, a study of deaf children in Utah school districts, a sample of opinions of parents of older students at the Utah School for the Deaf, input from the professional staff, letters and materials received from national leaders and educators of the deaf; perceptions and recommendations from former students, professional interpreters of the deaf, and professional counselors of the deaf. The report also makes policy recommendations for the School for the Deaf.

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8556

**TITLE:** Education of the deaf in Utah: a comprehensive study

(continued)

**APPRAISAL:**

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

Disposition based on value of this comprehensive study in documenting the status of education for the deaf in Utah, the Utah School for the Deaf, recommendations for improvement, achievements, programs and functions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9891

3

**TITLE:** Educational computer coordination system

**DATES:** 1986-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This computer system is used by the educational computer coordinator to track the inventory of hardware and software checked out to schools. Public schools use the software for teaching local deaf and blind students. Each school year, the coordinator reviews the previous year's inventory for new acquisition needs. The system contains a list of courseware (Speaking Speller, Daily Living Skills, Lessons in Syntax, Reader Rabbit, The Writing Workshop, Alien Addition, Galaxy Math Facts Game, Chemical Reaction, etc.); software variables (title, publisher, skill level, grade, audio capabilities, large print, etc.); and user information (teacher name, school, address, grade, and a description of what is issued to them). The system produces labels, user reports, and inventories. The agency program is supported by an Apple II GS computer.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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.

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9891

**TITLE:** Educational computer coordination system

(continued)

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9756

3

**TITLE:** Educational support services administrative records

**DATES:** 1982-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are used as an administrative copy for the Educational Support Services section of the Utah Schools for the Deaf and the Blind. Included are copies of building plans, vehicle usage, student phone lists, policies, memos, and other miscellaneous items.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

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

**APPRAISAL:**

Administrative

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



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8551

3

**TITLE:** Educator incentive study

**DATES:** 1983.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This report was written by a committee of instructors and supervisors for the Board of Education in order to develop a salary plan for instructors. Included are a series of salary recommendations by type of teacher, as well as rationale for the recommendations.

**RETENTION:**

Retain until administrative use ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 administrative need ends and then destroy.

**APPRAISAL:**

Administrative

These records are administratively useful until further salary requirements are proposed, at which point the records may be destroyed.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8553

3

**TITLE:** Elementary Department handbook

**DATES:** 1982-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This handbook is prepared by the Elementary Department of the school and is given to parents. It provides information about teachers, classrooms, attendance, health information, hearing aids, programs, transportation, dress code, physical education, parental visits, and rules.

**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 State Archives permanently.

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

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9751

3

**TITLE:** Enrollment registers

**DATES:** 1884-1942.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These registers document student enrollment into the Utah Schools for the Deaf and the Blind. They include the term number, student name, residence, date of arrival, registration number, age, county, parents' names and address, and comments. There are four registers: 1884-1912, 1898-1911, 1913-1926, and 1926-1942. The last volume also documents monthly student tuition payments between 1934-1937, and gives tuition totals for the year.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the presence of information in the registers that date back to Utah's territorial period. These records are valuable for persons researching the education of disabled children. Also, they might be useful to the family historian.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9751

**TITLE:** Enrollment registers

(continued)

**PRIMARY CLASSIFICATION:**

Private            Until 100 years after creation of record.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7502

3

**TITLE:** Enrollment, grocery, and shoe repair register

**DATES:** 1889-1898.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This multipurpose volume documents the enrollment of deaf and blind students, records a partial listing of deaf or blind children in other states, contains grocery lists, and itemizes work done in the shoe shop. Some of this data is also recorded in the official enrollment registers (series 9751) and the admissions log (series 6569), other parts are unique. Information in the enrollment register includes name of student, age, and parent or guardian address. Information about children in other states includes name of parent, gender and age of child, place of residence, and who provided this information. The grocery lists describe what the school bought, the quantity, and cost. Information about the shoe shop includes who needed work done for the years 1889-1891 and how much it cost.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the informational value of the record, which provides a glimpse into the daily operations of the school. These are territorial records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7502

**TITLE:** Enrollment, grocery, and shoe repair register

(continued)

**PRIMARY CLASSIFICATION:**

Private            Until 100 years after the creation of the record.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10054

3

**TITLE:** Executive correspondence

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Retain 5 years or administrative need ends

**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 or until administrative need ends 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:** Schools for the Deaf and the Blind

**SERIES:** 10054

**TITLE:** Executive correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7613

3

**TITLE:** Expense book

**DATES:** 1901-1905.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This volume describes the sundry expenses of the Utah Schools for the Deaf and the Blind, what they bought (such as food and furniture), who they bought it from, and how much it cost. This is a letterpress book.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently.

**APPRAISAL:**

Administrative

The school has expressed a need to retain older volumes such as this within their Special Collections. The information is not of permanent value, but the format is important to them.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9809

3

**TITLE:** Food inventory log

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Food Services department of the Utah Schools for the Deaf and the Blind creates these records to track food supplies being stored or retrieved from the food storage area in the fallout shelter beneath the school cafeteria. The inventory allows the Food Services director to control inventory and plan for new purchases. The inventory form records item, unit size, amount, whether the quantity is going in or coming out of storage, date, and name of employee who retrieves the items.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the Food Services supervisor.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7722

3

**TITLE:** Foster care reimbursement records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files document the payments made to those who provide foster care for deaf and blind students. The information includes amount paid, child's name, dates of care, caretaker's name, and signatures. The original copy is sent to the Division of Finance for seven years, after which it is destroyed. The school uses a duplicate copy for its administrative needs.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7722

**TITLE:** Foster care reimbursement records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9580

3

**TITLE:** Foster care subject files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by subject name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files were created by the business office as a reference file to track the foster care placement program. The files include handbooks for foster parents, bus schedules, child abuse information, newspaper articles, contracts between the Utah Schools for the Deaf and the Blind and the Department of Human Services for case worker monitoring services, foster parent pay rates (names, addresses, income information, telephone numbers), and general reading files and correspondence on subjects relating to foster care.

**RETENTION:**

Retain 6 years after contract ends

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 6 years after termination of contract and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

This disposition is based on the evidential value of these documents for the foster care program. Student foster care case files, series 9579, which also document this program, contain highly personal information and are not suited as a permanent

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9580

**TITLE:** Foster care subject files

(continued)

record. The in-office retention is based on UCA 78-12-22 (1991), the statute of limitations for contracts.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Names, addresses, income information, and telephone numbers.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6556

3

**TITLE:** Fringe benefit and insurance options files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Employees use these reference files in the personnel office to determine which tax deferral programs and insurance coverages are available. The documents include brochures on insurance types such as accidental, life, and medical. Correspondence from companies about changes in policy may also be included.

**RETENTION:**

Retain 1 year

**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 and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 17.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6556

**TITLE:** Fringe benefit and insurance options files

(continued)

**PRIMARY CLASSIFICATION:**

Public            Eighteen personal data elements identified by the State  
Records Committee

**SECONDARY CLASSIFICATION(S):**

Private



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9765

3

**TITLE:** Functional vision reports

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by teacher name, thereunder by student name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

The vision skills specialist at the Utah Schools for the Deaf and the Blind, who is an educator, conducts vision testing of all students, including infants and preschoolers. The children are tested to determine how they use their eyes and to develop program suggestions for teachers. The functional vision report documents observations and assessments of visual skills and includes the following: eye reports from doctors, vision history, specific observations, visual acuity, and other medical information. The record copy becomes part of the student's academic file and is eventually microfilmed. This information serves as documentation of the student's vision at one point in time, especially in case of future disability. An administrative copy is held by the vision skills specialist. Parents may view this information but can only receive copies of eye reports from their doctors; school copies of eye reports are not official.

**RETENTION:**

Retain 25 years with copy in file

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office for 25 years and then destroy provided record copy is in student academic files.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9765

**TITLE:** Functional vision reports

(continued)

**APPRAISAL:**

Administrative

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7680

3

**TITLE:** General account receipt books

**DATES:** 1969-1982.

**ARRANGEMENT:** Numerical by receipt number

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These receipt books were created by the administrative office to verify monies received from students to pay tuition, meals, telephone calls, and miscellaneous expenses (supplies, shoes, etc.). The books list the costs separately, provide a total amount, and are signed and dated by the school treasurer.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on the standard audit period for general accounting records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7680

**TITLE:** General account receipt books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6567

3

**TITLE:** Hearing aid control cards

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by manufacturer, thereunder alphanumeric by make and serial number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are retained by the Audiology section of the Deaf and Blind School to keep track of hearing aids owned by students or loaned by the school. Information on the cards includes the make and model of the hearing aid, whether the school or a student owns it, which student currently has it, when it was issued to that student, warranty information, purchase date, and where purchased.

**RETENTION:**

Retain until hearing aid replaced.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 hearing aid is replaced and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the need for documenting specific hearing aid models only for the period they are being used by students.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6567

**TITLE:** Hearing aid control cards

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Student names

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6574

3

**TITLE:** Hearing aid repair cards

**DATES:** 1978-

**ARRANGEMENT:** Chronological by date of repair

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These cards are used to document repairs to hearing aids. Information includes an analysis of the hearing aid, the setting it should be on, owner, make, serial number, explanation of defect, what was done to repair the hearing aid, and date repaired.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 2 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative value expressed by the agency. These records are only referred to for the current and previous year.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7694

3

**TITLE:** History of the Utah School of the Deaf

**DATES:** 1893.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This bound volume documents the early school history. It was prepared by the School for the Deaf and published by George Q. Cannon & Sons Co. (1893). The volume includes illustrations of Frank Metcalf and the school building; a brief narrative history; lists of board of regents, officers of the university, executive committee members, officers and teachers (dates of service); and enrollment statistics from 1884 to 1893. The historical pamphlet is bound with the first few original volumes of the school newsletters, "The Eaglet" (1894-1899) volumes I, II, III, and IV and "The News" volume I, December 1898.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the obvious research value of the school's written history.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9712

3

**TITLE:** Homemade picture books

**DATES:** 1982.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These picture books were made by teachers to help beginning readers sharpen their skills. The teachers took photographs of preschool and elementary children participating in various activities, taped the photos to colored board, and wrote simple captions beneath. The subjects of the books included fishing expeditions, Christmas parties, and ice skating. These books are housed in the Deaf School library.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 administrative need ends and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency. The information is not important, but the books have sentimental value.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6593

3

**TITLE:** Inventory list of equipment

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by school department, thereunder by make of product

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is an inventory listing which documents the equipment used by deaf students, such as FM systems, within each department of the school. Information includes make, model, serial number, inventory number, purchase date, and date issued to department.

**RETENTION:**

Retain 3 years or until updated

**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 or until updated and then destroy.

**APPRAISAL:**

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

The agency uses these records for three years, after which they are updated.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6593

**TITLE:** Inventory list of equipment

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7530

3

**TITLE:** Key deposit ledger

**DATES:** 1959-1962.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This record identifies to whom keys were assigned. The ledger does not indicate its purpose, but the keys may have been given to students for their dorm rooms. The information includes student name, key number, deposit amount, and date deposit was returned. An alphabetical index is listed within the book.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on standard audit requirements.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7530

**TITLE:** Key deposit ledger

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7556

3

**TITLE:** Land and interest records

**DATES:** 1888-1980.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These are land deed records which document the purchase and transfer of property to the Utah Schools for the Deaf and the Blind. The records contain an original 1888 land deed, a 1935 typescript of the abstract of the title, a 1954 site plan, and various other related papers.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Historical Legal

This disposition is based on the historical and legal values of the records, which provide proof of property ownership.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9683

3

**TITLE:** Land grant fund records

**DATES:** 1957-1976.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records were created by the State Division of Finance. They report the amount of interest credited to the Land Grant Fund each quarter. This fund earns interest on monies received from property owned by the school but leased to other parties. The information includes fund name, amount, and total earned to date.

**RETENTION:**

Retain 3 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 03/01/1992.

**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 for 3 years or until audited and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of the records. Researchers may be interested to know how much money the land earned for the school.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9683

**TITLE:** Land grant fund records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 851

3

**TITLE:** Legislative proposals

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These proposals document the programs, costs, enrollment projections, current services, and budget requests for the Utah Schools for the Deaf and Blind. The budget requests pertain to both a standard budget and a workload increase.

**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 03/01/1992.

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

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the potential information value the proposals have in outlining the resources the school uses. They might prove useful if incorporated within a history of the

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 851

**TITLE:** Legislative proposals

(continued)

institution.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 10055

3

**TITLE:** Lesson planning books

**DATES:** 1960-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are lesson planning books used by teachers to calendar student activities in the classroom. Each day, items are listed such as "reading," "macaroni necklace artwork," "using scissors," etc. The records document daily curriculum for each class and may indicate unique teaching methods for disabled children.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 2 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the informational value of the records which document teaching methods and curriculum used with deaf and blind students.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9880

3

**TITLE:** Library automated system

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by bar code number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The library computer keeps an inventory of books checked out and to whom, tracks overdue costs, and serves as a patron file of students, teachers, parents, and other school districts who use the library. The information includes name, address, occupation, and employer.

**RETENTION:**

Retain until updated

**DISPOSITION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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.

Computer data files: Retain in Office until updated and then erase.

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9880

**TITLE:** Library automated system

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9715

3

**TITLE:** Library equipment checkout records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by teacher name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These library records document requests and circulation of equipment. Included is the date, type of equipment wanted, equipment number, and teacher name.

**RETENTION:**

Retain 1 year or admin. need ends

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 1 year or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9881

3

**TITLE:** Library request forms

**DATES:** 1988-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are requests made by teachers to document library services, such as copying or recording a videotape, laminating items, sending media items needed in the classroom, etc. The information includes name of teacher, school, type and date of event, and date items are needed.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 1 year and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9881

**TITLE:** Library request forms

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 23975

3

**TITLE:** Literary Magazine

**DATES:** 1995-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The literary magazine is published on a yearly basis by the Utah Schools for the Deaf and the Blind. Students from all over the state are encouraged to submit their work(s), including stories, essays and poetry. Students also provide the magazine's illustrations.

**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 State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

Disposition based on the value of these records in documenting the student's work in publishing a magazine. Included is original art, poetry, and articles created or authored by the student body.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 23975

**TITLE:** Literary Magazine

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8550

3

**TITLE:** Literary society minutes book

**DATES:** 1895-1926.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

These minutes were created by the Deaf and Blind School Literary Society to document meetings and debates. The entries provide the dates and times of the meetings, list the participants and judges, and record debate topics and resolutions. The minutes are recorded in three volumes.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

This disposition is based on the historical interest of the entries to the school, its students, and as a source of family history.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7579

3

**TITLE:** Local educational agencies policy book

**DATES:** 1984-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a loose-leaf policy book created by the Utah State Office of Education and divided into five volumes. These materials set guidelines for various issues, including funding, child abuse, and the destruction of records. The records contained in the volumes include memos by the Board of Education and Office of Education, information specifically for local educational agencies and institutions, and position papers.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office until policy is superseded and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the fact these these policies are not updated on a regular basis, but when they are, the previous policy may be destroyed. The originals are held by the Utah State Office of Education.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7579

**TITLE:** Local educational agencies policy book

(continued)

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 5199

3

**TITLE:** Minute books

**DATES:** 1906-1941.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7567

3

**TITLE:** Newspaper clippings

**DATES:** 1957-1977.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These are newspaper articles primarily about the Utah Schools for the Deaf and the Blind. Articles are about state employees, other deaf and blind schools, disabled persons, cost of living expenses, and similar subjects. They were published by the Deseret News, Salt Lake Tribune, and Ogden Standard Examiner. The clippings are scattered in several places: a scrapbook, three-ring binder, and loose in a box.

**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 State Archives permanently with authority to weed.

Paper copy: Retain in Office permanently.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9761

3

**TITLE:** Parent/guardian address book

**DATES:** ca. 1940.

**ARRANGEMENT:** Alphabetical by student surname

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This address book lists students and their parents, probably as a means to contact them in case of emergency. Also included are parent's address and student's date of birth.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 administrative need ends and then destroy.

**APPRAISAL:**

Administrative

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

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9752

3

**TITLE:** Periodical check-in cards

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by title

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These cards track the Deaf School library's receipt of periodicals for acquisition and inventory purposes. The information includes title, number of issues per year, and the ones received.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 administrative need ends and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7706

3

**TITLE:** Personnel files for permanent employees

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

**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 after separation of employee and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

**PRIMARY CLASSIFICATION:**

Public                      Eighteen personal data elements identified by the State Records Committee

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7512

3

**TITLE:** Petty cash balance report of student funds

**DATES:** 1938-1942.

**ARRANGEMENT:** chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These records list the money withdrawn by students from petty cash funds and the purpose of expenditure. They are monthly balance sheets which include the student's name, date of transaction, and amount taken.

**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:**

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 33.

These records were of administrative and fiscal use, but may now be destroyed.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7512

**TITLE:** Petty cash balance report of student funds

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7595

3

**TITLE:** Photographs

**DATES:** 1905-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are loose black and white photographs, some mounted, which depict the buildings on the Monroe and 20th Street grounds of the Utah Schools for the Deaf and the Blind. Also included are group photos of people. These photos are held in the school vault. Additionally, there are nine 4 x 8 foot bulletin boards permanently covered with photographs. The images depict activities and scenes of campus life including academics, athletics, commencement exercises, superintendents, principals, vocational programs, buildings and grounds, support services, student activities, houseparents/supervisors, and deaf organizations in Utah.

**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.

Photographs: Retain in Office permanently.

Photographs copy: Retain in State Archives permanently.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

These photographs are valuable in showing the architectural heritage of the school.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7595

**TITLE:** Photographs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7591

3

**TITLE:** Policies and procedures manuals

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Policies and procedures approved by the school administrator that govern the operation and administration of various programs in the Utah Schools for the Deaf and the Blind.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Transfer to the State Archives permanently.

**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 superseded and then transfer to State Archives.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7591

**TITLE:** Policies and procedures manuals

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7574

3

**TITLE:** Professional responsibility policy and procedures

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a statement of policy adopted by the Board of Education to provide standards for teachers and staff. It is revised annually. The contents include information on the code of ethics, recognitions and privileges, negotiations, grievance, orderly termination procedure, assignments and transfers, records and policies, certification and experience, leave provisions, hourly rate, period of employment, early retirement, and similar subjects. The Office of Education maintains the original record copy.

**RETENTION:**

Retain 1 year or until superseded

**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 copy: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7574

**TITLE:** Professional responsibility policy and procedures

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9681

3

**TITLE:** Program accounting registers

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These registers document the operating expenses of various school programs. The information includes type of program or service, warrant numbers, those being paid, amount, date of warrant, account balance, and student accounts.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9702

3

**TITLE:** Program grant records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the Title I grants requested and received through Public Law 89.313. When the Utah Schools for the Deaf and the Blind request funds, they describe program needs, the objectives of the program, and how it will be evaluated. These files contain the applications and correspondence. The information includes type of project, dates, type of employees needed, and proposed salaries.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

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

**APPRAISAL:**

Historical

This disposition is based on the evidential value of the program through grant applications.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9801

3

**TITLE:** Program reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These reports are created by the Utah Schools for the Deaf and the Blind to document the progress of the school toward fulfilling its mission and meeting its program goals. The reports describe each of the school's divisions separately and provide both qualitative and quantitative analyses. Holdings: 1987-89

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These reports detail program goals of the Utah Schools for the Deaf and the Blind beyond the general summary provided by annual reports. Given the unique perspective of Utah's approach to blind and deaf education when compared to other programs around the country, these reports may prove useful to researchers interested in program evaluation.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6572

3

**TITLE:** Psychological test records

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by program, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are created by the school psychologist to help write the individual educational plan and determine the placement of each student. The information includes name, age, date of birth, program the child is in, tests administered (such as IQ), date test was done, parental permission, name of examiner, behavior rating scales, adaptive behavior tests, and letters to parents describing the results of the testing. A summary report (the record copy) is placed in the student's academic file, where it will eventually be microfilmed. The psychologist maintains an administrative copy of this report as well as the actual tests administered.

**RETENTION:**

Retain 25 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office for 25 years and then destroy provided record copy is in student file.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6572

**TITLE:** Psychological test records

(continued)

**APPRAISAL:**

Administrative

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

**PRIMARY CLASSIFICATION:**

Controlled

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 1358

3

**TITLE:** Publications

**DATES:** 1963-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, buildings, programs, services, and all other activities of the Schools for the Deaf and the Blind. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain Permanent. In Archives custody.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

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

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 1358

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7696

3

**TITLE:** Purchase orders

**DATES:** 1970-

**ARRANGEMENT:** Alphanumerical by purchase order number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are orders used to document a purchase transaction and to notify the agency of purchase approval. In particular, the purchase orders are used for specific projects in which the school is involved. They help document that project to federal auditors.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1992.

**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 copy: Retain in Office for 2 years after completion of the project the records pertain to and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on federal audit requirements and the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8549

3

**TITLE:** Purchase requisitions

**DATES:** 1941-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are requisitions for supplies and equipment for current inventory. The information contains requisition number, date, company name, items ordered, and estimated cost. The records help document specific projects in which the school is involved. Both the records and their projects are subject to federal audit.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1992.

**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 copy: Retain in Office for 2 years after completion of the project the records pertain to and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on federal audit requirements and the administrative need expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7572

3

**TITLE:** Purchase requisitions for student train tickets

**DATES:** 1955-1974.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These records document train tickets sold to students. The information includes whether the tickets were one-way or round trip, number of tickets sold, rate, sales tax, date, and signature of ticket agent. Transmittal correspondence is also included.

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 10.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7572

**TITLE:** Purchase requisitions for student train tickets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8554

3

**TITLE:** Repair authorization order slips

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These slips document the repair orders for all departments needing electronic, janitorial, mechanical, or other type of repair service. Included is the description of the problem, name of department, authorized signature, and (if applicable) vehicle issue date.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 2 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9757

3

**TITLE:** Research review committee minutes

**DATES:** 1979-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9757

**TITLE:** Research review committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9680

3

**TITLE:** Research studies about deaf graduates

**DATES:** 1976.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the research conducted by the Utah Schools for the Deaf and the Blind. Previous deaf students from as far back as the 1940s up to the 1970s participated in interviews and surveys. They answered questions regarding how they felt about the school, teachers, changes that should be made, present data about themselves, jobs, friends, family, and communication problems. This research includes several separate studies and the computer-generated statistics formulated from the raw data. Also included are published articles about other research, used as a literature review to add substance to the school's own findings.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the informational value of deaf student attitudes and feelings found in the raw data.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9680

**TITLE:** Research studies about deaf graduates

(continued)

**PRIMARY CLASSIFICATION:**

Public                      Statistical findings

**SECONDARY CLASSIFICATION(S):**

Private.                      Raw data

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9604

3

**TITLE:** Research subject files

**DATES:** 1973-1980.

**ARRANGEMENT:** Alphabetical by subject.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These files document the research activity of the Utah Schools for the Deaf and the Blind. The school hired a Dr. Hopkins to perform this research. The records include his subject files, a 1980 staff needs assessment report, summary of Stanford Achievement Test (SAT) grade level performances over time, estimated enrollment report, diagnostic evaluation requests, a proposal for the gifted hearing-impaired, and a report about how well children integrate into regular schools. The data from these specific studies may be found in research studies about deaf graduates, series 9680.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the informational value of these records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9604

**TITLE:** Research subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9714

3

**TITLE:** Resource files

**DATES:** 1989-

**ARRANGEMENT:** Numerical with alphabetical subject and title index

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These files are maintained by the Blind Parent Infant Program (PIP) office as a resource to parents and the general public. They include published articles and other information of interest to the school. The subjects include medical information, activities for children, behavior checklists, and communication issues.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 superseded and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the continuing administrative need of these files.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7538

3

**TITLE:** Retirement files

**DATES:** 1967-1968.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.40 cubic feet.

**DESCRIPTION:**

This one-volume record kept track of retirement deductions from employee paychecks. Information includes division code, retirement fund code, social security number, employee name, type of retirement, how much is deducted per pay period, how much has been deducted to date, and the employee's salary to date.

**RETENTION:**

Retain 1 year

**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 copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 18.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7538

**TITLE:** Retirement files

(continued)

**PRIMARY CLASSIFICATION:**

Public            18 personal data elements identified by the State Records  
Committee

**SECONDARY CLASSIFICATION(S):**

Private.            salary information, social security number

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9711

3

**TITLE:** School films

**DATES:** 1955-1984.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These 16mm films document activities within the Utah Schools for the Deaf and the Blind. The films are dated and described as follows: 1955-1956 Lagoon, scouts; 1958 school buildings, teachers' classes, cooking class, sewing, typing, girl's basketball, scouts, upholstery, printing, pledge, volleyball, Lord's prayer, Lagoon; 1959-1960 dances, volleyball team, basketball team, plays; ca. 1984 (video) The Mission of the Utah School for the Deaf; and other undated and unlabeled films. These materials are housed in the library media center of the School for the Deaf.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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.

Motion picture film master: Retain in Office permanently.

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

These historical films document the life of the school in a way that other records cannot.



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9711

**TITLE:** School films

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 83963

3

**TITLE:** Sights and Sounds of Utah Schools for the Deaf and the Blind

**DATES:** 1894-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

"Sights and Sounds of USDB" is a monthly newsletter produced by the Utah Schools for the Deaf and the Blind for public reference. The newsletter includes accounts of field trips, athletic activities, student accomplishments, and other notable events. Student and faculty articles are also published, providing a forum for personal expression. The series includes the newsletter's predecessors: "The Eaglet", "The News", "The Deseret Eagle", and "The Utah Eagle."

**RETENTION:**

Retain Archives custody.

**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 State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 83963

**TITLE:** Sights and Sounds of Utah Schools for the Deaf and the Blind

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

These newsletters document the history of the agency by providing accounts of field trips, athletic activities, student accomplishments, and other notable events.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9812

3

**TITLE:** Special milk reimbursement claims

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These monthly claim reports document the number of daily milk servings to deaf and blind students during meals served at the school cafeteria. The reimbursement requests are filed monthly with the State Office of Education. All of the students at the Utah Schools for the Deaf and the Blind qualify for the Special Milk Program for Children under the Child Nutrition Act of 1966. The program under the administration of the U. S. Department of Agriculture encourages student consumption of milk by reimbursing nonprofit schools for the full cost or partial cost of milk served to their students. The claim reports include the following information: program name, claim period beginning and ending dates, number of students eligible, number of meals served, comparative statistics for prior month, average price paid to distributor for milk, number of 1/2 pints for federal reimbursement, price of milk, signature, and date.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years after submission of the year-end Financial Status Report or until audit is complete and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on 7 C.F.R. 215.11 (1990), which states that each state agency shall retain program records "for a period of three years after the date of submission of the final Financial Status Report for the fiscal year, except that if audit

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9812

**TITLE:** Special milk reimbursement claims

(continued)

findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit."

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8783

3

**TITLE:** State Auditor's reports

**DATES:** 1919-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports were prepared by the State Auditor for the purpose of auditing the Utah Schools for the Deaf and the Blind. Included is a cover letter; statement of appropriations; summary of allotments, expenditures, and balance; summary of deposits with the State Treasurer; summary of receipts and disbursements for general and student trustee accounts; and comments and recommendations.

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8785

3

**TITLE:** Student absence notices

**DATES:** 1984-1986.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These notices document when students were absent from class. Included is the name of the person and their reason for being absent. The notice is signed by the instructor and dated.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs of the agency.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 8548

3

**TITLE:** Student account ledger

**DATES:** 1918-1922.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This ledger was created by the administrative office to record incidental expenses charged to student accounts. The information includes student name, student number, item or service purchased, amount, and date.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

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



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7635

3

**TITLE:** Student activity fee receipt books

**DATES:** 1969-1982.

**ARRANGEMENT:** Numerical by receipt number

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These receipt books were created by the administrative office to verify the payment of student activity and insurance fees. A receipt is issued to the student on payment. They were signed by the school treasurer and dated.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This disposition is consistent with student transcript receipts, 1990 Utah General Retention Schedule 8 Item 9, which permit destruction of transcript receipts after 3 years, a sufficient time for auditing the monies received.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9624

3

**TITLE:** Student activity requests

**DATES:** 1959-1974.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records document faculty requests and school approval of student extracurricular activities such as picnics, football games, and other informal field trips. The information includes the type of activity, date, place, hour of departure, expected return, purpose of the trip, teacher in charge, students who are going, and a list of needs or supplies.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the unique nature of the information within this record series. Informal activities and similar aspects of the lives of students are not documented elsewhere in lesson plans or other such material and may provide interesting social history information to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6833

3

**TITLE:** Student expense account records

**DATES:** 1906-1959.

**ARRANGEMENT:** Chronological, thereunder numerical by account number

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

The Utah Schools for the Deaf and the Blind originally held students' money in accounts, from which the children could draw if they needed something. This policy has since been changed and students are in charge of their own money. These records detail the amount of money that individual students had, how much money was withdrawn, when it was withdrawn, and how the money was spent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 series approval process is complete and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of the records.

Though originally used only for administrative purposes, they now demonstrate the school's student account program.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7723

3

**TITLE:** Student files

**DATES:** 1940-

**ARRANGEMENT:** Chronological by birth date and thereunder alphabetical by surname.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Student files are maintained for all students as well as for deaf, hearing impaired, blind, visually impaired, infants and young children in the Parent Infant Program (PIP). These files include registration forms; information about the student's disability; medical and family history information; school attendance records; individual education plans (IEP); academic records; psychological reports; and test scores or results, including vision or hearing tests.

**RETENTION:**

Retain 50 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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 10 years and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7723

**TITLE:** Student files

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on program participant's possible need to use these records to secure disability or social security benefits. Thereafter the records will be valuable for documenting medical family history and for researching issues relating to people with disabilities.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychological reports

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9579

3

**TITLE:** Student foster care case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These case files document blind and deaf student adjustment to foster homes. They describe student problems, family relationships, and the students' mental and emotional growth during their stay at the foster home, as observed by the social worker. The files contain foster care agreements (student's name, foster parent signature, and date), a primary characteristics survey, and a Human Services summary.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 6 years after the student leaves the foster home and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical Legal

This disposition is based on the historical value of these records. The office retention is based on UCA 78-12-22 (1991), the statute of limitations for contracts.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9579

**TITLE:** Student foster care case files

(continued)

**SECONDARY CLASSIFICATION(S):**

Controlled

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6568

3

**TITLE:** Student health records

**DATES:** 1900-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files are held by the school nurse to document student immunizations and health information required by law and pertinent to the educational setting. The forms are completed by parents and doctors. Information includes student's last physical exam, immunization dates, health problems, hospitalization, handicapping conditions, medical procedures the school needs to perform on the child, allergies, medications, emergency numbers, medical records from hospitals and clinics, dental records, and data on growth patterns.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1992.

**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 copy: Retain in Office for 4 years after student leaves school and then destroy provided record copy is in student academic file.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative need expressed by the agency and the legal requirement that schools must keep immunization records three years after immunization,



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6568

**TITLE:** Student health records

(continued)

42 C.F.R. 51b.105 (1989).

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9569

3

**TITLE:** Student registrations

**DATES:** 1915-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These registration forms, completed by parents, are created by the Utah Schools for the Deaf and the Blind to determine eligibility and provide student background information. The applications used between the years 1915-1948 are stored separately from current registration forms (1948-), which become a part of student academic files and are eventually microfilmed. Applications include the following information: name, date of birth, where born, born deaf or blind, at what age hearing or sight was lost, cause of deafness or blindness, medical efforts made to restore functioning, ways of communication, medical data, names, residence, health of parents and grandparents, other deaf or blind relatives, parent's occupation, religious preference, and comments.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

This disposition is based on the information value of student medical data to researchers and family members.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9569

**TITLE:** Student registrations

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7517

3

**TITLE:** Student reunion register

**DATES:** 1908-1934.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This register documents the attendance of former deaf students to triennial reunions. Included are the signature, arrival date, address, occupation, and room assignment during the reunion.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 series approval process is complete and then transfer to State Archives.

**APPRAISAL:**

Historical

This disposition is based on the informational value of disabled persons' occupations.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Address and occupation.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7721

3

**TITLE:** Student transportation reimbursement records

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Utah Schools for the Deaf and the Blind do not provide student transportation, so they reimburse parents for bringing their children to school if they live more than twenty-five miles from the campus. These files document this reimbursement. The information includes name of student, address, home school district, cost of transportation on Utah Transit Authority (UTA) buses, round trips traveled per day with private transportation, round trip mileage, address to which reimbursement is sent, car pool information, claimant's signature, reimbursement rate, effective dates, and the signature of the school's Support Services Manager. The original copy is sent to the State Division of Finance for seven years, after which they are destroyed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7721

**TITLE:** Student transportation reimbursement records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9582

3

**TITLE:** Student transportation subject files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files are created by the business office to document and coordinate student transportation to the school. Transportation has been an important service provided by the school since its beginning. When the majority of students used to live on campus, they would travel home on weekends, and arrangements would be coordinated through the school. Now the school pays for daily travel if the child lives more than twenty-five miles away. These files include transportation profiles, surveys, reimbursement reports, transportation committee reports, correspondence, and student behavior files detailing improper etiquette while riding in school vehicles.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical documentation of the transportation program through committee reports and correspondence. More interesting are the behavior files which provide a glimpse of student life that is not documented elsewhere.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9582

**TITLE:** Student transportation subject files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Student behavior files



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7677

3

**TITLE:** Student trustee account receipt books

**DATES:** 1969-1982.

**ARRANGEMENT:** Numerical by receipt number

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These receipt books document withdrawals made by teachers and school administrators from accounts held in trust for students to cover bus fares or incidental costs. The receipts list both the amount and withdrawal date.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9611

3

**TITLE:** Student tutoring lessons

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by student surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Speech teachers create folders for each student tutored. Daily lesson plans are held within the folders and describe that day's objective, activity, and the results of the tutoring. The tutoring may be done by other students. The information includes name, date, lesson number, and comments.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 5 years or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9596

3

**TITLE:** Superintendent administrative files

**DATES:** 1959-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files are created by the superintendent's office. They serve as the official correspondence and subject files for the Utah Schools for the Deaf and the Blind. They document accreditation and evaluation, administration (organization, policies), associations, buildings and grounds, budget and business affairs, committees and councils, executive correspondence, external funding, government, instruction and curriculum development, personnel subject files, reports (annual, master plans), special services, staff development, student activities (residential, graduation, mainstreaming), and transportation. The information also includes IQ scores from the 1954-1971 classes.

**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 transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

This disposition is based upon the primary evidential value of the information available to the superintendent to make authoritative decisions on behalf of the Utah Schools for the Deaf and the Blind, and the decisions themselves.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9596

**TITLE:** Superintendent administrative files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Controlled. IQ scores of students

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9612

3

**TITLE:** Superintendent's budget correspondence

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are maintained by the superintendent and mostly contain correspondence about budget matters. Subjects include legislative appropriations, salaries, teacher negotiations, federal proposals for the Parent Infant Program (PIP), campus issues, two-principal program, and a survey of teachers.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6613

3

**TITLE:** Teacher credentials

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are created by the personnel office to keep track of individual teacher's credentials. The information is used to help determine salaries on a year-by-year basis and is also used to compile teacher turnover rates throughout the history of the school. Information includes teacher's years of experience, educational degree, whether the teacher has been certified for special education, number of contract days, and salary. The records also may contain correspondence pertaining to certification.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 10 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the needs expressed by the agency. Historical turnover reports are completed about every ten years.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 6613

**TITLE:** Teacher credentials

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Salary information

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9682

3

**TITLE:** Title I program evaluations

**DATES:** 1968-1971.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records were created by Business Support Services to document evaluations of programs and services supported by Title I grants. The school applied for grants to renovate or "de-institutionalize" certain buildings. Included are evaluations of Title I programs, training sessions, dining hall expenditures, and home living programs for visually-impaired students. Some photographs of the dining hall are included.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of program evaluations, what the school has done in the past and how well it worked.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7563

3

**TITLE:** Utah Eagle funds account ledger

**DATES:** 1960-1963.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This record shows the monies received for subscriptions to the Utah Eagle, the newsletter of the Utah Schools for the Deaf and the Blind. It also shows withdrawals made for postage, names of some subscribers, number of subscriptions, and the dates involved.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on the standard audit requirements of accounting records.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7563

**TITLE:** Utah Eagle funds account ledger

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Names of subscribers.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 894

3

**TITLE:** Utahn magazine

**DATES:** 1961-1984.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

The "Utahn Magazine" serves as the yearbook for the Utah Schools for the Deaf and the Blind. It contains photographs of the students and administration as well as information on activities and programs.

**RETENTION:**

Retain Permanent. In Archives custody.

**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 State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency achievements, programs, events, and function.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 894

**TITLE:** Utahn magazine

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9762

3

**TITLE:** Vision screening for public school children

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by screening site, thereunder by surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Vision screening of public school children is conducted by the Vision Skills Specialist from the Utah Schools for the Deaf and the Blind. The screening takes place in public schools or in other community centers. This is done in order to identify children with eye problems who may need special schooling. Included in the screening is the functional vision report (series 9765). The school maintains these records regardless of whether the tests were positive or negative. The records of children whose eye problems are severe enough to be helped by the Utah Schools for the Deaf and the Blind are maintained separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1992.

**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 for 5 years or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative need expressed by the agency. They are uncertain how long the information will be valuable, but they will reevaluate the retention period in 1994.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 9762

**TITLE:** Vision screening for public school children

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7557

3

**TITLE:** Voucher record book

**DATES:** 1921-1923.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This volume is a precursor to Financial Information Resources Management System (FIRMS) monthly reports and includes a statement of expenditures, voucher number, to whom the money is payable, total amount of voucher, the type of maintenance, services, improvements or repairs purchased, and the monthly totals.

**RETENTION:**

Retain 5 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 5 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 21.

**AGENCY:** Schools for the Deaf and the Blind

**SERIES:** 7557

**TITLE:** Voucher record book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Social security number.