

# Retention and Classification Report

**Agency:** Education Network (2829)

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Salt Lake City, UT 84112  
585-3188

**Records Officer:** Gregory Thompson

20465	Internet access logs
20464	Internet log files for denied requests
22317	Teacher registration and information data

**AGENCY:** Education Network

**SERIES:** 20465

3

**TITLE:** Internet access logs

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These logs identify Internet sites that computer users from local school districts have tried to access, including both those approved and denied. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (200 indicates an accepted site and 403 indicates that a request was denied or rejected), size value, and category code.

**RETENTION:**

Retain 7 days.

**DISPOSITION:**

Destroy provided logs of denied sites are transferred to series 20464.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1998.

**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 for 7 days and then delete provided logs of denied sites are transferred to series 20464.

**APPRAISAL:**

Administrative

**AGENCY:** Education Network

**SERIES:** 20465

**TITLE:** Internet access logs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Any personal identifiers, including the IP address of the user

**AGENCY:** Education Network

**SERIES:** 20464

3

**TITLE:** Internet log files for denied requests

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These logs identify Internet sites that computer users from local school districts have tried to access and which have been denied because of site content. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (403 indicates that a request was denied or rejected), size value, and category code.

**RETENTION:**

Retain 30 days.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1998.

**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 for 30 days and then delete.

**AGENCY:** Education Network

**SERIES:** 20464

**TITLE:** Internet log files for denied requests

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Any personal identifying information, including IP address of user

**AGENCY:** Education Network

**SERIES:** 22317

3

**TITLE:** Teacher registration and information data

**DATES:** 1995-

**ARRANGEMENT:** Numerical by user identification number alphabetical by user name

**DESCRIPTION:**

This computer data record identifies teachers who are registered to receive optional Utah Education Network computer services, which include training opportunities, suggested course outlines, lesson plans, and access to periodicals. Information includes names of registered teachers, date of registration, job description, address and other contact information, testing data and grade level the teacher is assigned to.

**RETENTION:**

Retain 90 days after record has become inactive.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2000.

**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 for 90 days after record becomes inactive and then delete.

**APPRAISAL:**

Administrative