

# Retention and Classification Report

**Agency:** Department of Public Instruction (323)

250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200  
801-538-7500

**Records Officer:** Benjamin Rasmussen

17697 \*A history of the Office of the State Superintendent of Public Instruction  
01382 \*Account book  
01325 \*Administrative correspondence regarding the University of Utah  
01295 \*Administrative records  
84427 \*Annual reports  
10817 \*Annual school district statistical reports  
01902 \*Association correspondence  
01897 \*Association school reports  
01319 \*Children of veterans program records  
17696 \*Circular letters and bulletins  
01372 \*College correspondence  
84615 \*Communicator newsletter  
01934 \*Control ledgers  
28513 \*Core Academy facilitators' applications  
01335 \*Correspondence  
01352 \*County superintendents annual financial reports  
84857 \*Course of study manuals  
10641 \*Directories  
00659 \*Division and section financial summary  
85329 \*Educational Research Monograph  
85314 \*Elementary and Secondary Education Act of 1965, Title IV re  
01842 \*Emergency work relief program records  
01369 \*Employment applications  
01391 \*Employment contracts  
01885 \*Equalization report data  
01908 \*Films  
09899 \*Financial Audit reports  
01317 \*Financial claims on the Board of Education  
01324 \*Financial records  
01343 \*Guidance services correspondence

01377 \*Head start program records  
 01935 \*High school class data register  
 01360 \*High school enrollment and attendance data  
 00407 \*Instructional television listings and broadcast schedules  
 01937 \*Land board records  
 09895 \*Manpower/training audits  
 01914 \*Masters theses in education summaries  
 01351 \*Masters thesis on Utah education  
 01893 \*Minimum school program records  
 85319 \*National Defense Education Act of 1958, Title III, reports  
 01962 \*National defense education act funding application records  
 01354 \*National defense education allocation records  
 01383 \*National defense fund account books  
 01951 \*National education certification records  
 01884 \*Normal scholarship records  
 01918 \*Northwest association school reports  
 01327 \*Photographs  
 12363 \*Preliminary payroll records  
 01315 \*Property tax ledgers  
 01426 \*Requisitions  
 04613 \*Research Bulletins  
 04595 \*Salary reports  
 10820 \*Salary schedule information reports  
 25474 \*School Laws of the State of Utah  
 01379 \*School building construction project files  
 01385 \*School building funds account book  
 01328 \*School building plans and specifications  
 01844 \*School building reports  
 01388 \*School building specifications  
 01341 \*School buildings correspondence  
 01895 \*School buildings cost survey data  
 01843 \*School buildings plans register  
 01890 \*School bus program reports  
 01936 \*School district account ledger  
 01323 \*School district audit reports  
 01359 \*School district budget data  
 01410 \*School district claims  
 01901 \*School district federal funding program files  
 01387 \*School district financial reports  
 84391 \*School district information guides  
 01322 \*School district personnel survey data  
 01912 \*School district special school supervisory program approval  
 01302 \*School district statistical reports  
 01356 \*School lunch program records  
 01915 \*School plant planning correspondence  
 01903 \*School plant planning program records  
 01948 \*School textbook and suppliers contract records  
 01845 \*Scrapbooks  
 01339 \*State agency correspondence  
 01298 \*State support notifications  
 12985 \*Superintendent's duplicate minutes of education committees  
 12982 \*Superintendent's technical reference files  
 01965 \*Surplus property applications  
 01321 \*Teacher assessment forms

01925 \*Teacher certification correspondence  
01345 \*Teacher contract files  
01825 \*Teacher experience statistical reports  
01340 \*Teacher personnel correspondence  
01950 \*Teacher supply and demand study data  
01859 \*Temporary high school permits register  
01316 \*Textbooks approved list  
01346 \*Title program records  
01917 \*Uniform school fund distribution reports  
23040 \*Utah Conference on Higher Education correspondence  
19532 \*Utah Conference on Higher Education reports  
22541 \*Utah Conservation Education Committee report  
02743 \*Vocational rehabilitation records  
01398 \*White House conference on education records  
01398 \*White House conference on education records

**AGENCY:** Board of Education. Office of Education

**SERIES:** 17697

**TITLE:** A history of the Office of the State Superintendent of Public Instruction of Utah, 1900-1966

3

**DATES:** 1967.

**ARRANGEMENT:**

**DESCRIPTION:**

This is a report published by the State Superintendent of Public Instruction of Utah in 1967 detailing the history of Utah education from 1900 to 1966. Dr. Lerue Winget conducted a study and wrote this analysis of past and current trends in Utah education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have historical value(s).

This publication provides a history of the development of the Department of Education in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2016.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1382

3

**TITLE:** Account book

**DATES:** 1950-1962.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1325

3

**TITLE:** Administrative correspondence regarding the University of Utah

**DATES:** 1960.

**ARRANGEMENT:** Alphanumerical.

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1295

3

**TITLE:** Administrative records

**DATES:** 1912-1968.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

State Office of Education Contracts and Financial Agreements for Services 1980.

Brochure listing ;procedures for preparing and monitoring contracts and financial agreements for doing business with the state. These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). Disposition based on value of records documenting state contracts and financial agreements and procedures for monitoring and entering into contracts with the state.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1295

**TITLE:** Administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 84427

3

**TITLE:** Annual reports

**DATES:** 1864-2014.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The annual report of the State Superintendent of Public Instruction is an overall outline of the state's public educational system. Designed to provide of public account of the school system, it includes a general evaluation of the Education Office's activities and programs. Each report reviews the accomplishments of the previous year, recommending areas for new emphasis or improvement. Specific sections answer questions on funding, productivity, development, quality and focus. Most recent years' issues contain separate volumes of statistics on tax levies, district enrollments, attendance rates, etc. The Annual Report was initially a biennial publication. After the 1972-73 school year, amended state law required annual publication. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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

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

**AGENCY:** Board of Education. Office of Education

**SERIES:** 84427

**TITLE:** Annual reports

(continued)

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

**APPRAISAL:**

These records have historical value(s).  
Annual reports document the history and functions of an agency and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 10817

3

**TITLE:** Annual school district statistical reports

**DATES:** 1934-1988.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports with statistical information from the forty school districts in the state. The reports contain information pertaining to enrollment, dropouts, attendance, personnel and staff, handicapped programs, advanced placement program, adult education, and transportation. Much of the statistical information in these reports is contained in the Annual Report and after 1988 the statistical reports became a supplement to the Annual Reports (series 84427).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).  
Records in this series are useful to understanding the development of education in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1902

1

**TITLE:** Association correspondence

**DATES:** 1950-1953.

**ARRANGEMENT:** Alphanumerical.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Correspondence documents agency policy and procedure.  
Correspondence has research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1897

3

**TITLE:** Association school reports

**DATES:** 1962-1966.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions and have ongoing research value.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1319

3

**TITLE:** Children of veterans program records

**DATES:** 1930-1939.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are applications for assistance for students who were children of deceased veterans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This series is historically significant as documentation of children of veterans as well as assistance provided to children of veterans.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 17696

3

**TITLE:** Circular letters and bulletins

**DATES:** 1934-1944.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series is composed of annually produced volumes. Each volume serves as a record of activities for its respective year. The series contains letters, memos, fliers and reports from the various officials with responsibilities for administering the different divisions of the department. The records also include teaching aids, directories, and official textbook lists.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records in this series document agency history and functions.  
Histories have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1372

1

**TITLE:** College correspondence

**DATES:** 1939-1941.

**ARRANGEMENT:** Alphanumerical.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Correspondence documents agency history and functions. It has ongoing value to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 84615

3

**TITLE:** Communicator newsletter

**DATES:** 1970-1978.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Communicator Newsletter is a monthly publication about community education issue and concerns. Produced by the Education Office to promote community education efforts, it contains general information on community education programs and events. Many articles outline recommendations and solutions to problems facing local officials while others announce workshops, conferences and commendations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1970 and continuing to the present. 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:**

These records have historical value(s).  
Newsletters document the history and functions of an agency and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1934

3

**TITLE:** Control ledgers

**DATES:** 1960-1962.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains the general financial ledgers for education programs such as: Public School Administration, Personnel, Publications, Special Education, and Driver's education, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have limited administrative and fiscal value and should be destroyed according to the approved general retention schedule (School Districts, schedule 5, item 14, general ledgers).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 28513

3

**TITLE:** Core Academy facilitators' applications

**DATES:** 2006-2015.

**ARRANGEMENT:** Alphabetically by name

**DESCRIPTION:**

These records contain applications from teachers applying to be facilitators for the Core Academy for the Utah State Office of Education, and include applications of both those who were hired and those who were not. These records are used to reference who was hired as a facilitator to help teach at Core Academy as well as what they taught and how much they were paid for teaching. There is personnel information contained in these files, but they are not managed with Department of Human Resource Management personnel files.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

**AUTHORIZED:** 04-01-2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Documents contain applicants personal information as well as fiscal information.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 28513

**TITLE:** Core Academy facilitators' applications

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) 2013

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g) 2014

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1335

1

**TITLE:** Correspondence

**DATES:** 1870-1965.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices. Letterbooks from the turn of the century form part of this series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
The correspondence documents agency history and functions. It has ongoing research value.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1352

3

**TITLE:** County superintendents annual financial reports

**DATES:** 1903-1910.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have fiscal, and/or historical value(s).  
These records document the use of public funds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 84857

3

**TITLE:** Course of study manuals

**DATES:** 1894-1936.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

In an effort to systematize and unify the instruction received in the public schools of Utah, the department periodically published these guides which contain general statements of objectives for education at different grade levels and specific curriculum requirements. In later years separate guides were produced for elementary and secondary schools. Specific subject and character education supplements are included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1894 and continuing to the present. 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:**

These records have historical value(s).  
Publications document agency history, functions, and decisions.  
Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 10641

3

**TITLE:** Directories

**DATES:** 1951-2017.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains personnel directories pertaining to Agriculture, Business, Driver's Education, Home Economics, Industrial Arts, Music, Science, and Support Personnel.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s). Directories document the history of the agency.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 10641

**TITLE:** Directories

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 659

3

**TITLE:** Division and section financial summary

**DATES:** 1989-2017.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is the financial report by Division/Section monthly to show each section how they are spending funds and in what areas. This report shows cumulative totals for a fiscal year (starts with July, then adds August the following month - in June it becomes an expenditure report for the entire year).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This information is useful to the creating agency in the continuing conduct of its duties.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 659

**TITLE:** Division and section financial summary

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 85329

3

**TITLE:** Educational Research Monograph

**DATES:** 1964.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This monograph is produced to identify the research projects in which the state has been involved. The monograph also provides details and results of each project.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Publications document the history and functions of an agency.  
Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 85314

3

**TITLE:** Elementary and Secondary Education Act of 1965, Title IV reports

**DATES:** 1982.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

In 1980 the State Office of Education contracted with the Wasatch Institute for Research and Evaluation (WIRE) to conduct a three-year evaluation of programs founded and operated under the act. WIRE organized and managed the application for grants and the review process. The handbooks explain the guidelines and procedures used during this process.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).  
Publications document the history and functions of an agency.  
Publications have ongoing research value.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 85314

**TITLE:** Elementary and Secondary Education Act of 1965, Title IV reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1842

3

**TITLE:** Emergency work relief program records

**DATES:** 1933-1935.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1369

1

**TITLE:** Employment applications

**DATES:** 1935-1941.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Applications of those qualified persons who are listed on the register, but who are not hired.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1391

3

**TITLE:** Employment contracts

**DATES:** 1938-1942.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1885

3

**TITLE:** Equalization report data

**DATES:** 1932-1945.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1908

3

**TITLE:** Films

**DATES:** undated.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

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

**AGENCY:** Board of Education. Office of Education

**SERIES:** 9899

3

**TITLE:** Financial Audit reports

**DATES:** 1958-1990.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Report prepared by internal or external auditors as a result of a financial audit.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 9899

**TITLE:** Financial Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1317

3

**TITLE:** Financial claims on the Board of Education

**DATES:** 1966.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1324

3

**TITLE:** Financial records

**DATES:** 1898-1966.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Part of the records in this series are audit reports dealing with vocational training for war production workers. In keeping with the recommendation of the U.S. Office of Education, all local accounts were audited in 1942 to insure proper safeguarding of defense funds.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1343

3

**TITLE:** Guidance services correspondence

**DATES:** 1951-1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1377

3

**TITLE:** Head start program records

**DATES:** 1970-1972.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series includes a variety of records dealing with the Head Start Program. Records include correspondence, progress reports, grant information, and travel authorization requests. Head Start is a nationally sponsored program that promotes school readiness by enhancing the social and cognitive development of children.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

While some of these records are not the type that would be maintained permanently, they collectively provide historical information about Head Start in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1935

3

**TITLE:** High school class data register

**DATES:** 1960-1961.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1360

3

**TITLE:** High school enrollment and attendance data

**DATES:** 1922-1946; 1979.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Records provide high school and enrollment statistics.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s).  
Disposition based on value of records in documenting historical high school enrollment and attendance data.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 407

3

**TITLE:** Instructional television listings and broadcast schedules

**DATES:** 1963.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series is composed of annually produced volumes. These reports contain the daily television schedule for art, foreign language, health, language arts, math, music, science, and social studies classes. The schedule includes the date, time, television station broadcasting the class, program number, program title, and standards and objectives for each class. Also included is an order form for the materials used in the classes.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
The listings document educational programming.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1937

3

**TITLE:** Land board records

**DATES:** 1959-1960.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series likely was a creation of the forerunner of School Law and Legislation. Existing records now (1993) include the consultant's report (series 12852) and miscellaneous copies of records which are within the scope of technical reference files (see General Retention Schedule).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
The description of these records indicates that they have only temporary administrative value. Reappraise.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 9895

3

**TITLE:** Manpower/training audits

**DATES:** 1972.

**ARRANGEMENT:** None

**DESCRIPTION:**

Copies of correspondence and forms maintained in the personnel file of a temporary employee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

**AUTHORIZED:** 04-01-2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after employee separates and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1914

3

**TITLE:** Masters theses in education summaries

**DATES:** 1920-1949.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1351

3

**TITLE:** Masters thesis on Utah education

**DATES:** 1940, 1960-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are dissertations and theses written by university students in Utah about the education system.

Holdings (microfiche) include:

Charles C. Gardner, "The Status of the Authorized Teacher," University of Utah, August 1949

George W. Cornwell, "A Survey of Conservation Education in Utah," University of Utah, June 1960

Nathan B. White, "A Twenty-year Study of Emergency Authorization of School Personnel in Utah," University of Utah, June 1969

**RETENTION:**

Until final action

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until reviewed and then return to appropriate university.

**APPRAISAL:**

These records have historical value(s).

Disposition based on research value of these masters' theses which examine specific areas of inquiry related to Utah education.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1351

**TITLE:** Masters thesis on Utah education

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1893

3

**TITLE:** Minimum school program records

**DATES:** 1951-1965,1983.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

1982-83 annual Minimum School Program Report. Statistical and financial data for all school district programs in Utah.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or historical value(s).  
Disposition based on value of records in documenting historical statistics for all school districts in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 85319

3

**TITLE:** National Defense Education Act of 1958, Title III, reports

**DATES:** 1959-1965.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The National Defense Education Act, passed by Congress in 1958, was intended to strengthen instruction in science, mathematics, and modern foreign languages. The acquisition of equipment was to aid in the effort and the improvement in teaching that would be required. To make effective use of this equipment was seen as the vehicle for bringing this about. The act expired in 1965.

The handbook was prepared to explain the purposes of the act, standardized procedures, and provide information to the education agencies in Utah who wanted to apply for federal assistance.

Narrative reports were made to the U.S. Office of Education, as required by the act, to assist that official in preparation of a report to Congress. The report is a lengthy response to a set of questions prepared by the U.S. Office of Education. Information about specific projects is often included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Records in this series document agency history and functions. They have ongoing research value.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1962

3

**TITLE:** National defense education act funding application records

**DATES:** 1959-1960.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1354

3

**TITLE:** National defense education allocation records

**DATES:** 1959-1965.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are applications for Federal reimbursement for money spent on national defense education in Utah schools. They are also bids and contracts with text book suppliers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract records, GRS-1731.

**AUTHORIZED:** 04-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after contract expires and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1383

3

**TITLE:** National defense fund account books

**DATES:** 1961-1962.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1951

3

**TITLE:** National education certification records

**DATES:** 1948-1955.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1884

3

**TITLE:** Normal scholarship records

**DATES:** 1949-1954.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1918

3

**TITLE:** Northwest association school reports

**DATES:** 1953-1957.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1327

3

**TITLE:** Photographs

**DATES:** 1960-1969.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Photographs have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 12363

3

**TITLE:** Preliminary payroll records

**DATES:** 1972-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 months and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: For records prior to and including 1976. Retain in State Records Center for 3 months and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1315

3

**TITLE:** Property tax ledgers

**DATES:** 1920-1929.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1426

1

**TITLE:** Requisitions

**DATES:** 1950-1951.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Carbon copies of requisitions to the Division of Finance for the purchase of supplies (paper, ink, etc.) and subscriptions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 4613

3

**TITLE:** Research Bulletins

**DATES:** 1979-1980.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until reviewed and then transfer to State History.

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records document educator salaries and comparative numbers from the rest of the country.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 4595

3

**TITLE:** Salary reports

**DATES:** 1941-2017.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports pertaining to educators' salaries. The reports include salary surveys, administrative salary information, comparative studies, inflation effects on salary, and salary schedules by district.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are a sample of salary reports from the Office of Education.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 10820

3

**TITLE:** Salary schedule information reports

**DATES:** 1966-2017.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports pertaining to the salary schedule of Utah's school district. The reports provide comparative data on teacher salaries, a district-by-district compilation of the salary schedules, and notes by each school district about the schedules.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).

Records in this series are useful to understanding the development of education in Utah.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 10820

**TITLE:** Salary schedule information reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1379

3

**TITLE:** School building construction project files

**DATES:** 1914-1959.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1385

3

**TITLE:** School building funds account book

**DATES:** 1959-1961.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1328

4

**TITLE:** School building plans and specifications

**DATES:** 1911-1984.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series consists of two specific types of documents related to school buildings in Utah for initial construction, and additions and modifications to and remodelings of existing buildings. The first type of documents, plans, may include schematics, bid, working, and as-built drawings. The second type, specifications, may also be known as project manuals and are usually bound volumes. These volumes contain bid process instructions and specifications as to materials and methods that must be used in the construction process. The State Office of Education regularly received copies of these documents as part of the oversight process for school construction: a signature from a representative of the Office often appears with signatures from other state and local agency representatives involved in the school planning and building activities, such as the State Fire Marshal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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.

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

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1328

**TITLE:** School building plans and specifications

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document construction methods and materials for  
school buildings throughout the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1844

3

**TITLE:** School building reports

**DATES:** 1914-1967.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports are designed to provide information pertaining to school buildings. The type of reports include planning, cost comparison, state building aid, policies and procedures, rules and regulations, and project building needs.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).  
Publications provide documentary evidence useful to researchers.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1844

**TITLE:** School building reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1388

3

**TITLE:** School building specifications

**DATES:** 1930-1939.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1341

1

**TITLE:** School buildings correspondence

**DATES:** 1954-1959.

**ARRANGEMENT:** Alphabetically by district name, thereunder by project number.

**DESCRIPTION:**

This series contains project files for various school buildings and building additions. These files consist primarily of correspondence but may also include bid worksheets and other supporting documentation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Correspondence documents agency history and functions. It has ongoing value to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1895

3

**TITLE:** School buildings cost survey data

**DATES:** 1956-1957.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1843

3

**TITLE:** School buildings plans register

**DATES:** 1915-1916.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series contains a register with information pertaining to county, district, grade of school, new building, old building remodeled, wall construction, number of stories, number of rooms, clear height of stories, egress, total accommodation, assembly room, what part fireproof, toilets, window lighting, warming and ventilation, heating, ventilation, boiler room, estimated cost, architect, remarks, date of approval and adopted by.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records are a sample documenting school buildings circa 1915.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1890

3

**TITLE:** School bus program reports

**DATES:** 1940-1949.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1936

3

**TITLE:** School district account ledger

**DATES:** 1949-1955.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School general ledgers, GRS-1316.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1323

3

**TITLE:** School district audit reports

**DATES:** 1920-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

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:**

These records have administrative, fiscal, and/or historical value(s).

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1323

**TITLE:** School district audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1359

3

**TITLE:** School district budget data

**DATES:** 1911-1963.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1410

3

**TITLE:** School district claims

**DATES:** 1951-1954.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1901

3

**TITLE:** School district federal funding program files

**DATES:** 1950-1961.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1387

3

**TITLE:** School district financial reports

**DATES:** 1896-1970.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 84391

3

**TITLE:** School district information guides

**DATES:** 1965-1971.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains information from the school districts pertaining to the district's administration; tax rate; geographic size; assessed valuation; budget; teacher salary schedules; number of students, teachers and staff; and a calendar for the school year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records in this series are useful to understanding the development of education in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1322

3

**TITLE:** School district personnel survey data

**DATES:** 1962-1963.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This is a weekly or biweekly report submitted by the Personnel Department to the School Board. It is used to update and inform the board members on the status of employment within the school district. It includes the names of individuals being hired, as well as their position and location of work. The report also gives the names of people who have left the district as well as their position, school, and reason for leaving.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Personnel report, GRS-1443.

**AUTHORIZED:** 05-01-1998

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1912

**TITLE:** School district special school supervisory program approval records

3

**DATES:** 1948-1953.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1302

3

**TITLE:** School district statistical reports

**DATES:** 1899-1961.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 25474

3

**TITLE:** School Laws of the State of Utah

**DATES:** 1896-1978.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This series was published by the authority of the Office of the State Superintendent of Public Instruction generally biennially from 1896 to 1971, with one last issue in 1978 based upon demand. It is a compilation of laws that concern schools from the Utah Code, State Constitution, sometimes Attorney General's opinions and often any recently passed legislation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records in this series are useful to understanding the development of education in Utah.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1356

3

**TITLE:** School lunch program records

**DATES:** 1951-1967.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These boxes contain accounting records relating to school lunch programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1915

3

**TITLE:** School plant planning correspondence

**DATES:** 1956-1961.

**ARRANGEMENT:** Alphanumerical.

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1903

3

**TITLE:** School plant planning program records

**DATES:** 1952-1958.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1948

3

**TITLE:** School textbook and suppliers contract records

**DATES:** 1956-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract records, GRS-1731.

**AUTHORIZED:** 04-17-2018

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until contract termination or completion and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1845

3

**TITLE:** Scrapbooks

**DATES:** 1896-1919.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Scrapbooks have ongoing research value because they document agency history and functions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1339

1

**TITLE:** State agency correspondence

**DATES:** 1946-1952.

**ARRANGEMENT:** Alphanumerical.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Correspondence documents agency history and functions. It has ongoing value to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1298

3

**TITLE:** State support notifications

**DATES:** 1964-1969.

**ARRANGEMENT:** Chronological by year and thereunder alphabetically by school district.

**DESCRIPTION:**

These are forms (F-2a) which school districts completed to document that they have met minimum standards for public education. The forms include information about enrollment and attendance, names of administrators, courses offered, kindergarten, summer programs, and special programs such as home economics, driver's education, vocational agriculture and more.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These files are historically valuable because they provide broad information about school districts in Utah.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 12985

3

**TITLE:** Superintendent's duplicate minutes of education committees

**DATES:** ca. 1920-2015.

**ARRANGEMENT:** Alphabetical by organization name, thereunder chronological  
**DESCRIPTION:**

The State Superintendent of Public Instruction is a member of several organizations, some of which are governmental and some which are not. These records are a compilation of the superintendent's copies of the minutes of the proceeding of the various organizations. The following minutes are included in this series: Choice in Education Task Force (1992), Utah Public Education Coalition (1989-), Education Strategic Planning (1989-), Job Training Coordination Council (1984-), Job Training Coordinating Committee (1990-), Partnership for a Drug-Free Utah (1992-), Substance Abuse Coordinating Council (1990-), Task Force for Children and Youth At-Risk (1991-), Utah Advisory Council on Intergovernmental Relations (1985-1993), Utah High School Activities Association, Utah Partnership for Educational and Economic Development (1990-), and Utah School Superintendents Association (ca. 1920-). The copies of the records here are not record copies for any of these organizations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 12985

**TITLE:** Superintendent's duplicate minutes of education committees

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 12982

1

**TITLE:** Superintendent's technical reference files

**DATES:** 1990-2015.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1965

3

**TITLE:** Surplus property applications

**DATES:** 1952-1954.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Form required by the Division of Surplus Property indicated what property an agency wishes to surplus.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Surplus property forms, GRS-1992.

**AUTHORIZED:** 04-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final disposition of property and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1321

3

**TITLE:** Teacher assessment forms

**DATES:** 1919-1923.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are registers of applicants for county school certificates.  
There are also some teaching certificates.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These documents are valuable as a representative sample. The certificates have value as artifacts.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1925

3

**TITLE:** Teacher certification correspondence

**DATES:** 1932-1958.

**ARRANGEMENT:** Alphabetical by teacher's last name.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1345

3

**TITLE:** Teacher contract files

**DATES:** 1940-1962.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are contracts notifying teachers of an appointment to a position and naming their salary. All appointments are for positions at Dixie College, Carbon College, Weber College and Utah School for the Deaf and the Blind.

These are single sheets of loose paper, "(name) you are hereby notified that you are appointed (position) at a salary of (\$) for (date) at Dixie, Carbon, and Weber Colleges, and USDB.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These are a sample of teacher contracts.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1825

3

**TITLE:** Teacher experience statistical reports

**DATES:** 1939-1940.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Series contains tabulations of teacher experience by county.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Probably has only limited administrative value. If this has survived consider keeping as a sample documenting teacher experience/education history circa 1939-1940.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1340

1

**TITLE:** Teacher personnel correspondence

**DATES:** 1948-1956.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This is transitory correspondence with school district personnel about certification.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Correspondence documents agency history and functions. It has ongoing value to researchers.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.



**AGENCY:** Board of Education. Office of Education

**SERIES:** 1950

3

**TITLE:** Teacher supply and demand study data

**DATES:** 1948-1955.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1859

3

**TITLE:** Temporary high school permits register

**DATES:** 1917-1919.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1316

3

**TITLE:** Textbooks approved list

**DATES:** 1930-1949.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1346

1

**TITLE:** Title program records

**DATES:** 1966.

**ARRANGEMENT:** Alphabetical by school district.

**DESCRIPTION:**

These files relate to Federal assistance for the education of children from low income families.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after grant has expired and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1917

3

**TITLE:** Uniform school fund distribution reports

**DATES:** 1940-1967.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 23040

3

**TITLE:** Utah Conference on Higher Education correspondence

**DATES:** 1944-1960.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains correspondence, reports and financial records pertaining to the Utah Conference on Higher Education.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records in this series document the agency's sponsorship of the Utah Conference on Higher Education.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 19532

3

**TITLE:** Utah Conference on Higher Education reports

**DATES:** 1945-1974.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).

Records in this series are useful to understanding the development of education in Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education

**SERIES:** 22541

3

**TITLE:** Utah Conservation Education Committee report

**DATES:** 1965.

**ARRANGEMENT:** none

**DESCRIPTION:**

This fiche contains a report on Conservation Education in Utah Schools, dated October 1965.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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

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

**APPRAISAL:**

These records have historical value(s).  
Disposition based on historical value of 1965 study on conservation education in Utah schools.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education

**SERIES:** 2743

3

**TITLE:** Vocational rehabilitation records

**DATES:** 1948-1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1398

3

**TITLE:** White House conference on education records

**DATES:** 1955.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education. Office of Education

**SERIES:** 1349

3

**TITLE:** Work production records

**DATES:** 1945-1956.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are yearly reports, correspondence, newsletters, etc., that are created by different divisions such as Home Economics, School Lunch, Health, Physical Education, that are fastened together by clasps.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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:**

These records have historical value(s).  
This record series documents the activities of the agency as a yearly report of work activities.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2017.