

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: 05-15-2018

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: 05-18-2018

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: 05-18-2018

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.