

Retention and Classification Report

Agency: Board of Education (324)

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
801-538-7510

Records Officer: Benjamin Rasmussen

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 84981 *Utah Joint Committee on Educational Television reports
 84435 Utah Schools newsletter
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AGENCY: Board of Education

SERIES: 1417

3

TITLE: Accession book

DATES: undated.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/22/2013

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:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12086

3

TITLE: Accessioned records

DATES: 1948-1979.

ARRANGEMENT: None.

DESCRIPTION:

Records include: specialist reports (1948, 1955, 1964-66, 1981), Research Council records (1956-57), Production Work reports (1948), Work Produced by the Publication Division (1953, 1955), Public School Survey Research Commission reports (n.d.), research reports (1964, 1966, 1975), surveys and studies (n.d.) junior high evaluation criteria (n.d.), superintendents' records (circa 1950-1960), Statistical Bulletin 1968: Information Guide to Utah School Districts, a copy of "Predicting Career Performance of Physicians from Biographical and Medical School Information" (a dissertation by Grover Campbell Loughmiller, University of Utah Department of Educational Psychology, June 1970), and local histories written/compiled by third and fourth grade students and teachers (1934-1936).

RETENTION:

Retain 0.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the variety of historic records in this series that provide information on the administrative and social functions of the Board of Education as well as statistical information used by the board to inform policy decisions.

AGENCY: Board of Education

SERIES: 12086

TITLE: Accessioned records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 5621

3

TITLE: Administrative records

DATES: 1976-1978.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Sandy City Utah School District minutes; letter organizing Granite and Jordan districts. Fiche contains Board of Education's Utah Schools Newsletter, Volume 5 1978.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/10/2013

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12379

TITLE: Adult Education Program financial, statistical, and narrative reports

DATES: 1957-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports are created by the Adult Education Program of Applied Technology Services in accordance with PL 100-297. They summarize the adult education programs held in the state of Utah. The narrative report describes (in detail) activities of the programs in the school districts. The financial report lists the revenues and expenditures of the programs, and the statistical report includes statistical data about all of the programs in the state. Information includes the names of the schools, amount of money received and used, number of students helped, and so forth.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 08/05/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until report is published and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office permanently.

APPRAISAL:

Historical

Publications document agency history and functions, thus being a useful resource for researchers.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Board of Education

SERIES: 10657

3

TITLE: Alcohol, tobacco, and drug reports

DATES: 1939-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports pertaining to the effects of alcohol, tobacco and drugs; federally and state funded drug abuse projects and drug and alcohol testing policies and procedures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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:

Historical

Disposition based on the value of these reports in documenting the effects of alcohol, tobacco and drugs; and drug and alcohol testing policies and procedures.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 29609

3

TITLE: Annual Report

DATES: 2003-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

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(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 11/16/2017

FORMAT MANAGEMENT:

APPRAISAL:

Historical

AGENCY: Board of Education

SERIES: 27570

3

TITLE: Auxiliary Services Reports

DATES: 1967-1971.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/23/2011

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical

Disposition based on value of records in documenting division achievements, policies, programs and functions.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 3269

3

TITLE: Budget and appropriation requests

DATES: 1967-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains budget estimates and justifications prepared or consolidated by budget offices. The reports contain information pertaining to appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 7.

AUTHORIZED: //

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:

Historical

Disposition based on the value of these records in documenting the Board's achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public Including the 18 personal data elements identified by the State Records Committee

AGENCY: Board of Education

SERIES: 3269

TITLE: Budget and appropriation requests

(continued)

SECONDARY DESIGNATION(S):

Private. Schedule Six planning report (described in Schedule 10, Item 21)

AGENCY: Board of Education

SERIES: 84405

3

TITLE: Bulletins

DATES: 1915-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The monthly bulletin acts as a newsletter for educators throughout the state. The bulletin contains information pertaining to state policies, activities, listings and reviews of conferences, articles on educational concerns and suggested instructional materials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/27/2010

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:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 28860

3

TITLE: Carson Smith scholarship records

DATES: 2005-

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to determine the eligibility of students to participate in the Carson Smith Scholarship program for students with special needs (Utah Code 53A-1a-707(2008)). Records contain applications, issuance documentation, renewal requests, as well as meeting review notes and related records.

RETENTION:

Retain 3 years after expiration of the scholarship.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of scholarship and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 3 years after expiration of scholarship and then delete.

APPRAISAL:

Administrative Fiscal

AGENCY: Board of Education

SERIES: 28860

TITLE: Carson Smith scholarship records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code
63G-2-201(3)(b)(2014)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)
Private. Utah Code 63G-2-302(1)(b)(2015)

AGENCY: Board of Education

SERIES: 17699

3

TITLE: Central Utah vocational student records

DATES: Undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14051

3

TITLE: Certification review committee minutes and agenda

DATES: 1974-1985.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The District Certification Review Committee (DCRC) meets to discuss policy changes regarding teacher personnel lane changes and expanded education. Supporting documentation is included.

RETENTION:

Retain Archives custody

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

These are historical as they are the only documentation found related to the Salt Lake District Certification Review Committee (DCRC).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Board of Education

SERIES: 14055

3

TITLE: Child accounting student records

DATES: 1918-1948.

ARRANGEMENT: chronological by birthdate group, thereunder alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

Gives child's name, address, parents' names, school, achievement test scores, classes and grades, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

AGENCY: Board of Education

SERIES: 10801

3

TITLE: Community Education Partnership reports

DATES: 1977.

ARRANGEMENT: Alphabetical.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports produced to assist the Board of Education in implementing public involvement in the education decision making process. The reports are titled: "A Flexible Approach to Community Involvement," "School and Community Development Through Organized Public Involvement," "An Approach to Public Involvement In a Community Education Services Department Setting," "Public Involvement Using the Rural Futures Development Strategy," and "Approaches to Public Involvement in Education Decision Making." These reports were produced by funding provided through the 1974 Community School Legislation Act.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/01/1992

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:

Historical

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

AGENCY: Board of Education

SERIES: 10801

TITLE: Community Education Partnership reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 10728

3

TITLE: Core curriculum standards reports

DATES: 1987-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports pertaining to the standards which must be completed by all students as a requisite for graduation from Utah's secondary schools. The core curriculum represents standards of learning that are essential for all students. They are the ideas, concepts, and skills that provide a foundation on which subsequent learning may be built. The core curriculum standards are intended to occupy a major part of the school program, but not the total curriculum of a course.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting minimal educational standards for high school students in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1337

3

TITLE: Correspondence

DATES: 1896-1913.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence documents how the Education Board's office is organized and how it functions, its pattern of action, its policies, procedures, and achievements. Includes a letterbook, 1896-1900, of outgoing correspondence related primarily to granting of teacher diplomas. Also a letterbook 1911.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

This series documents the activities of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 10631

3

TITLE: Critical issues affecting education reports

DATES: 1981-

ARRANGEMENT: Chronological, thereunder alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports produced by the Statewide Education Planning Commission. The members of the commission were appointed by the Board of Education on November 16, 1979 to identify the critical issues facing education in the 1980s and to prepare a proposed plan of action for addressing these issues. The reports contain information pertaining to a master plan, governance of public education, public involvement and participation, purpose and nature of schooling, quality staff, school facilities, school finance, and student potentialities.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the Board's perception of the major issues facing education in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14065

3

TITLE: Douglas school student records

DATES: 1917-1934.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 17698

3

TITLE: Electronic High School student records

DATES: 1994-2017.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These student records document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 06/26/2017

FORMAT MANAGEMENT:

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

Computer data files: Retain in State Archives permanently.

APPRAISAL:

Historical

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency. These are the only historical records from Electronic High School, which closed March 31st, 2017.

AGENCY: Board of Education

SERIES: 17698

TITLE: Electronic High School student records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 00.30,31 (2015), Utah Code
63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Board of Education

SERIES: 85317

3

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

DATES: 1965-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The act was passed by Congress in 1965 to stimulate school districts that had high concentrations of low income students and to provide better educational opportunities to them. The handbooks were created by the department to be used as a guide to Utah school districts in interpreting the act and in performing the correct procedures for applying for assistance. The evaluation reports explain the educational achievements of students who participated in Title I programs and also provide information for planning next year's activities.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/07/2015

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:

Historical
Publications document agency history and functions. Publications have ongoing research value.

AGENCY: Board of Education

SERIES: 85317

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

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 85315

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

DATES: 1968-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Title III of the act was passed by Congress to provide grants to local education agencies for innovative and exemplary educational programs and for supplementary education centers. Reports prepared at the state level summarize projects funded in local school districts. State plans were prepared for the U.S. Office of Education under provisions of the act to outline how the state proposed to administer the programs funded through the federal aid provided.

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/04/1989

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:

Historical

Publications document the history and functions of an agency.

Publications have ongoing research value.

AGENCY: Board of Education

SERIES: 85315

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

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14062

3

TITLE: Evening high school student records

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 10670

3

TITLE: Extended year summer school statistical report

DATES: 1966-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports which contain statistical and financial data for the extended year and summer school program. The reports contain information pertaining to courses offered, number of staff involved, enrollment, and financial reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/25/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Historical

Disposition based on the value of these records in providing statistics that influence future policies and summer school programs.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84377

3

TITLE: Federal and state program funds for public education catalogs

DATES: 1970-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are intended to provide school personnel with a brief catalog of aid programs for elementary and secondary education, vocational technical education, special educational services, instructional media, research and innovation, teacher personnel services, school food services, auxiliary services and general administrative services. The catalogs contain information pertaining to program purpose, eligibility, administering agency, program coordinator and appropriation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/16/1989

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:

Historical

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

AGENCY: Board of Education

SERIES: 84377

TITLE: Federal and state program funds for public education catalogs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14061

3

TITLE: Glendale Junior High School student records

DATES: 1940-1949.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 9887

3

TITLE: Granite district Cyprus cumulative records

DATES: 1973-1981.

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

AGENCY: Board of Education

SERIES: 14066

3

TITLE: Grant school student records

DATES: 1918-1933.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14050

3

TITLE: Grantsville school district minutes

DATES: 1866-1891.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education for the Grantsville school district. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/17/2008

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

The records in this series date from the territorial period. They document the history and functions of the defunct Grantsville School District.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14064

3

TITLE: Hamilton elementary school student records

DATES: 1922-1925.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 85311

3

TITLE: Higher Education Act of 1965, Title V reports

DATES: 1968-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Title V of the Higher Education Act of 1965 used grant money to recruit qualified individuals into the teaching profession. A requirement of the grant was to develop a statewide plan to further this objective and to report to the federal government on any programs funded by this act. The state plan outlines administrative and fiscal procedures, objectives of the plan and a progress report of programs operating in school districts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14067

3

TITLE: Highland Park school student records

DATES: 1922-1933.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14060

3

TITLE: Hillside Junior High School student records

DATES: 1938-1949.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 17691

3

TITLE: History of the state board of education

DATES: Undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 10/16/2008

FORMAT MANAGEMENT:

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.

APPRAISAL:

Historical

History with bibliographic citations, circa 1969

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 17732

3

TITLE: Ibapah Indian School correspondence

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Resolution of the tribes of the Goshute Reservation. Resolution #66-G-23

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical

Disposition based on value of records documenting the history of the Ibapah Indian School through the correspondence. May have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 28861

3

TITLE: Internal audit reports

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder numerically

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to evaluate and recommend improvements for each program administered by the agency (Utah Code 63I-5-201(4)(2014)). Reports include the conclusions of the financial, compliance, and performance audits for all entities governed by the agency.

RETENTION:

Retain 10 years after the completion of the publication or report.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 80.

AUTHORIZED: 04/18/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of the publication or report and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years after completion of the publication or report and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
Records document the agency efforts to improve, and provide transparency in governance.

AGENCY: Board of Education

SERIES: 28861

TITLE: Internal audit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Board of Education

SERIES: 22660

3

TITLE: Internal audit work papers

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder numerically

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to evaluate programs and recommend financial, performance, and compliance improvements for each program administered by the agency (Utah Code 63I-5-201(4)(2014)). Records generated by the agency's Internal Audit Unit provide documented support for each issued audit report and may include personnel records, student information, minutes of legally closed meetings, interviews, legal research, copies of applicable laws, administrative rules and policies, findings and recommendations.

RETENTION:

Retain 10 years after the completion of publication or report.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 81.

AUTHORIZED: 04/18/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of publication or report and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office for 10 years after completion of publication or report and then delete.

APPRAISAL:

Administrative

AGENCY: Board of Education

SERIES: 22660

TITLE: Internal audit work papers

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10, 16, 25, and 32)(2015)

SECONDARY DESIGNATION(S):

Exempt. 34 CFR Part 99.30 and 31(2015); Utah Code 63G-2-201(3)(b)(2014)

Private. Utah Code 63G-2-302(1)(g) and (2)(a)(2015)

Public

AGENCY: Board of Education

SERIES: 84370

3

TITLE: Investigations of educators or education entities case files

DATES: 1985-

ARRANGEMENT: Alphabetical by educator's name or entity name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are investigative reports and working papers prepared at the request of the State Board of Education, a district superintendent, or local school board officials. The case files could include: 1) a discussion of character or professional competence; 2) strategy sessions with respect to collective bargaining, litigation, or purchase of real property; 3) discussion regarding deployment of security personnel or devices; or 4) investigative proceedings regarding allegations of criminal misconduct. These matters are covered in Section 52-4-5, Utah Code, which pertains to what can be discussed in a closed meeting. Topics of the investigations vary from case to case. These reports include information that varies with the subject of the investigation. Information could include that found in a personnel file or such information relating to any of the four purposes for holding a closed meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after close of case and then destroy.

Computer data files: Retain in Office for 3 years after close of case and then delete.

AGENCY: Board of Education

SERIES: 84370

TITLE: Investigations of educators or education entities case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Board of Education

SERIES: 14069

3

TITLE: Irving Junior High School student records

DATES: 1919-1930.

ARRANGEMENT: alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This series consists of attendance and scholarship records for students at Irving Junior High in Salt Lake City. These are the class rolls maintained by each teacher. They are used to record student attendance. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 14070

3

TITLE: Jefferson school student records

DATES: 1911-1937.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 1873

3

TITLE: Joint Board of Education and Board of Equalization meeting minutes

DATES: 1929-1932.

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Error - Format Type is invalid.

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

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

APPRAISAL:

Historical

This series has permanent historical value as documentation of the function, actions, and decisions of the Board of Education and the Board of Equalization during the early years of the Great Depression.

AGENCY: Board of Education

SERIES: 1873

TITLE: Joint Board of Education and Board of Equalization meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14071

3

TITLE: Jordan Junior High School student records

DATES: 1921-

ARRANGEMENT: alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14072

3

TITLE: Jordan Onequa school student records

DATES: 1899-1934.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 14073

3

TITLE: Liberty school student records

DATES: 1916-1924.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14057

3

TITLE: Lincoln Junior High School student records

DATES: 1920-1937.

ARRANGEMENT: alphabetical by student name

ANNUAL ACCUMULATION:

DESCRIPTION:

This series consists of attendance and scholarship records for students at Lincoln Junior High in Salt Lake City. These are the class rolls maintained by each teacher. They are used to record student attendance. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 84393

3

TITLE: Literacy and English as a second language resource directory

DATES: i 1988-

ARRANGEMENT: Alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains catalogs of educational resources on both the state and local level. Each volume contains listings of each district's schools with outlines of the respective unit's instructional, developmental and/or physical resources; and program specifics such as eligibility, tuition schedules, etc., are also included. The catalogs were produced as a reference for both public and private organizations dealing with educational programs, directed particularly toward community and continuing education groups. **HOLDINGS:** Utah Literacy and ESL Resource Directory.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1988 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14074

3

TITLE: Longfellow school student records

DATES: 1905-1917.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 3349

3

TITLE: Minority education reports

DATES: 1968-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains bibliographies, assessments, and surveys pertaining to minority education.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

These reports document educational attainment of an important but often undocumented and overlooked group of Utah's citizens.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1312

3

TITLE: Minutes

DATES: 1896-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION:

DESCRIPTION:

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes the official minutes of board meetings. The State Board of Education considers such things as budgets and distribution of education funds, contracts, program and district administration, legislative proposals and administrative rules, and licensure. These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

AUTHORIZED: 09/25/2006

FORMAT MANAGEMENT:

Paper: For records beginning in 1896 and continuing to the present. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

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

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

Digital image: Retain in Office permanently.

AGENCY: Board of Education

SERIES: 1312

TITLE: Minutes

(continued)

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

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

APPRAISAL:

Administrative Historical Legal

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Board of Education

SERIES: 1368

3

TITLE: Minutes and supporting documents

DATES: 1930-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION:

DESCRIPTION:

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes copies of the minutes of board meetings as well as related documents and appendixes. Related documents include such things as agenda, committee reports, and correspondence. These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

AUTHORIZED: 08/20/2009

FORMAT MANAGEMENT:

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

Compact disc: For records beginning in 1995 through 2004. 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

SERIES: 1368

TITLE: Minutes and supporting documents

(continued)

APPRAISAL:

Administrative Historical
Minutes and supporting documents are the fundamental documentary
history of the state office of education.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Board of Education

SERIES: 1434

3

TITLE: Normal scholarships register

DATES: i 1897-1913.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

SERIES: 26100

3

TITLE: Organization Chart

DATES: 1959-1960.

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

This file includes an organization chart for the Utah Board of Education and descriptions of responsibilities and job qualifications for the building and grounds department.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 07/22/2013

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the value of these records in documenting the structure and hierarchy of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84434

3

TITLE: Perspectives magazine

DATES: 1968-1969.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series is produced periodically by the Board of Education to improve communication among educators. Each volume focuses on one issue currently concerning educators, with articles and reports pertaining to the problem. Also included are discussions of new state or federal programs and Board of Education decisions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/02/1989

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1348

3

TITLE: Publications

DATES: 1920-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, academic, and fiscal information; facilities; legislative action; and all other activities of the State Office of Education. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/25/2000

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:

Historical

Publications document the history and functions of the agency.

AGENCY: Board of Education

SERIES: 1348

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 17687

3

TITLE: Publications

DATES: 1926-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, academic, and fiscal information; facilities; legislative action; and all other activities of the State Board of Education. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/25/2000

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84437

3

TITLE: Rankings of Utah and other selected states reports

DATES: 1966-1975.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports comparing Utah and other western states in areas such as population, enrollment and attendance, teachers, educational attainment, financial resources, revenues, and expenditures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/02/1989

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 6377

3

TITLE: Rosecrest attendance records

DATES: undated

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14053

3

TITLE: Scholarship records

DATES: 1915-1939.

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 84421

3

TITLE: School district consolidation and boundary change feasibility studies

DATES: 1967-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The feasibility studies are evaluations of projected boundary changes or consolidations of schools. The reports contain recommendations and information pertaining to enrollment, curriculum, community, school facilities, transportation, personnel and finances.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 07/06/2010

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Historical
Records in this series document the decision-making process. These records have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84422

3

TITLE: School evaluative criteria manuals

DATES: i 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains guides designed to assist school evaluation committees. There is one manual for elementary schools and another for secondary schools. Each includes a general outline for assessing the efficiency of school functions, focusing on the quality and processes of the teaching staff. Specific directions for analyzing school programs and activities provide a format for determining areas of needed improvement. They were produced by special steering committee appointed by the State Superintendent of Public Instruction. HOLDINGS: 1960, 1967.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/07/2015

FORMAT MANAGEMENT:

Paper: For records beginning in 1960 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:

Administrative Historical

These records document the decision-making process. They have research value.

AGENCY: Board of Education

SERIES: 84424

3

TITLE: School transportation reports

DATES: 1925-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports pertaining to pupil transportation and school bus regulation. The reports include transportation surveys, school bus standards, transportation regulations, and bus driver handbooks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/07/2015

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:

Historical

These records document the policies and procedures used by the Education Office. Such records have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1920

3

TITLE: Staff committee minutes

DATES: i 1931-1961; 1970-1980.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

AGENCY: Board of Education

SERIES: 1920

TITLE: Staff committee minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 27623

TITLE: Statistical Bulletin: Annual Information Guide to Utah School Districts

3

DATES: 1960-1970.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/04/2011

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:

Historical

Publications have ongoing historical/research value.

AGENCY: Board of Education

SERIES: 27623

TITLE: Statistical Bulletin: Annual Information Guide to Utah School Districts

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 27552

3

TITLE: Statistical Bulletin: Information Guide

DATES: 1960-1970.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 05/18/2011

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical

Disposition based on value of records in documenting annual agency and school district information such as budgets, calendars, and other statistics over an eleven year period.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1919

3

TITLE: Statistical records

DATES: i 1885-1982.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

AGENCY: Board of Education

SERIES: 17703

3

TITLE: Statistical reports

DATES: 1908-1969.

ARRANGEMENT: Numerical by district number

ANNUAL ACCUMULATION:

DESCRIPTION:

Statistics on students, faculty and staff in schools throughout the state, submitted on standardized forms covering demographics and total number of new and transferred students. T

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/19/2013

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:

Administrative Historical
Records provide a view of education in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12955

3

TITLE: Strategic Planning Commission records

DATES: 1987-1988.

ARRANGEMENT: Variable within each binder.

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 51.

AUTHORIZED: 07/22/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
The minutes document the decisions and actions of the strategic planning commission.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14063

3

TITLE: Student history and transfers

DATES: undated

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14052

3

TITLE: Student roll books

DATES: 1901-1917.

ARRANGEMENT: alphabetical by surname

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 412

3

TITLE: Superintendent's opinions

DATES: 1966-

ARRANGEMENT: Chronological by date.

TOTAL VOLUME:

DESCRIPTION:

The State Superintendent is required by law to issue, publish and circulate opinions to school offices on questions regarding school law. The opinions contain information pertaining to finance, personnel matters, school dress standards and student voting, etc.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/11/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Disposition based on the historical value of these records in documenting a variety of important changes in the Utah educational system over time.

AGENCY: Board of Education

SERIES: 412

TITLE: Superintendent's opinions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1432

3

TITLE: Teacher certification examination records

DATES: i 1897-1916.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

SERIES: 1431

3

TITLE: Teaching certificates and diplomas registers

DATES: 1901-1916.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

SERIES: 1366

3

TITLE: Teaching credentials applications

DATES: 1898-1911.

ARRANGEMENT: Alphanumerical.

TOTAL VOLUME:

DESCRIPTION:

These records document teacher applications for certification. Information may include age, recommendations from professors and superintendents, registrations, certificates, credentials filed, school work completed, and related records.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

SERIES: 1433

3

TITLE: Temporary teaching certificates register

DATES: 1905-1915.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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

SERIES: 14058

3

TITLE: Test results

DATES: 1933-1949.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 84401

3

TITLE: Universities teacher education program reports

DATES: 1971-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This series contains periodic evaluations of university and college teacher education programs. The studies include a standards analysis for each teaching major and minor offered that leads to certification. The universities and colleges evaluated include Brigham Young University, Southern Utah State University, University of Phoenix, University of Utah, Utah State University, Weber State University, and Westminster College.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 08/24/2000

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:

Historical

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

AGENCY: Board of Education

SERIES: 84401

TITLE: Universities teacher education program reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84981

3

TITLE: Utah Joint Committee on Educational Television reports

DATES: 1963.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

The Joint Committee was created to have responsibility for overall coordination of educational television in Utah for services and facilities. The series contains reports pertaining to the activities of the committee as well as reports to the legislature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/21/1989

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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84435

3

TITLE: Utah Schools newsletter

DATES: 1962-

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This newsletter provides news about the Department of Education and developments in the educational environment. The newsletter contains information pertaining to current programs and policies, briefs and special reports on specific programs or educators, and outlines of conferences and meetings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/02/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12954

3

TITLE: Utah State Education Strategic Planning Committee files

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84855

3

TITLE: Utah school laws

DATES: 1880-1978.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains biennial publications of the laws and references to laws applicable to Utah education. This includes not only specific ordinances for education itself but also the laws pertaining to teachers and administration, taxation, funding, etc. Although discontinued in 1971, demand for the publication prompted re-issue in 1978.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1901 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:

Historical

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84978

3

TITLE: Western states small school project reports

DATES: 1962-1968.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The purpose of this project, which is funded by the Ford Foundation, is to improve instruction in small schools. The reports contain information pertaining to opinion surveys, graduating high school students, courses offered, student attitudes, progress reports, summer workshops, and guidelines.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/18/1989

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:

Historical

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

PRIMARY DESIGNATION:

Public