

# 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

01417 Accession book  
12086 \*Accessioned records  
05621 \*Administrative records  
10671 Adult Education Basic Skills Task Force reports  
10657 Alcohol, tobacco, and drug reports  
27570 \*Auxiliary Services Reports  
03269 Budget and appropriation requests  
17699 Central Utah vocational student records  
14051 \*Certification review committee minutes and agenda  
14055 \*Child accounting student records  
10801 \*Community Education Partnership reports  
10728 Core curriculum standards reports  
01337 \*Correspondence  
10631 Critical issues affecting education reports  
14065 \*Douglas school student records  
14062 Evening high school student records  
10670 Extended year summer school statistical report  
14061 \*Glendale Junior High School student records  
09887 \*Granite district Cyprus cumulative records  
14066 \*Grant school student records  
14050 \*Grantsville school district minutes  
14064 \*Hamilton elementary school student records  
85311 Higher Education Act of 1965, Title V reports  
14067 \*Highland Park school student records  
14060 \*Hillside Junior High School student records  
17691 History of the state board of education  
17732 Ibapah Indian School correspondence  
22660 Internal audit work papers  
14069 \*Irving Junior High School student records  
14070 \*Jefferson school student records

01873 \*Joint Board of Education and Board of Equalization meeting  
 14071 Jordan Junior High School student records  
 14072 \*Jordan Onequa school student records  
 14073 \*Liberty school student records  
 14057 \*Lincoln Junior High School student records  
 14074 \*Longfellow school student records  
 03349 Minority education reports  
 01312 Minutes  
 01368 Minutes and supporting documents  
 01434 \*Normal scholarships register  
 26100 \*Organization Chart  
 84434 \*Perspectives magazine  
 17687 Publications  
 84437 \*Rankings of Utah and other selected states reports  
 06377 Rosecrest attendance records  
 14053 \*Scholarship records  
 84422 School evaluative criteria manuals  
 01920 \*Staff committee minutes  
 27623 \*Statistical Bulletin: Annual Information Guide to Utah Schoo  
 27552 \*Statistical Bulletin: Information Guide  
 01919 \*Statistical records  
 17703 \*Statistical reports  
 12955 \*Strategic Planning Commission records  
 14063 Student history and transfers  
 17698 Student records and reports  
 14052 \*Student roll books  
 00412 Superintendent's opinions  
 01432 \*Teacher certification examination records  
 01431 \*Teaching certificates and diplomas registers  
 01366 \*Teaching credentials applications  
 17700 Technical college scrapbook  
 01433 \*Temporary teaching certificates register  
 14058 \*Test results  
 84981 \*Utah Joint Committee on Educational Television reports  
 84435 Utah Schools newsletter  
 12954 Utah State Education Strategic Planning Committee files  
 84855 \*Utah school laws  
 84978 \*Western states small school project reports

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

**AGENCY:** Board of Education

**SERIES:** 1417

**TITLE:** Accession book

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Board of Education

**SERIES:** 12086

**TITLE:** Accessioned records

(continued)

**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.

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 19.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 10671

3

**TITLE:** Adult Education Basic Skills Task Force reports

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Holdings: Arithmetic Computation; Writing Skills

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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



**AGENCY:** Board of Education

**SERIES:** 10657

3

**TITLE:** Alcohol, tobacco, and drug reports

**DATES:** 1939-

**ARRANGEMENT:** Chronological.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 10657

**TITLE:** Alcohol, tobacco, and drug reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 27570

3

**TITLE:** Auxiliary Services Reports

**DATES:** 1967-1971.

**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)

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 3269

3

**TITLE:** Budget and appropriation requests

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 7.

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

**AGENCY:** Board of Education

**SERIES:** 3269

**TITLE:** Budget and appropriation requests

(continued)

**PRIMARY CLASSIFICATION:**

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

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Board of Education

**SERIES:** 17699

3

**TITLE:** Central Utah vocational student records

**DATES:** Undated

**ARRANGEMENT:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** Board of Education

**SERIES:** 14055

3

**TITLE:** Child accounting student records

**DATES:** 1918-1948.

**ARRANGEMENT:** chronological by birthdate group, thereunder alphabetical  
**DESCRIPTION:**

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

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Board of Education

**SERIES:** 10801

3

**TITLE:** Community Education Partnership reports

**DATES:** 1977.

**ARRANGEMENT:** Alphabetical.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 10801

**TITLE:** Community Education Partnership reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 10728

3

**TITLE:** Core curriculum standards reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 1337

3

**TITLE:** Correspondence

**DATES:** 1896-1913.

**ARRANGEMENT:** Alphanumerical.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

This series documents the activities of the agency.

**AGENCY:** Board of Education

**SERIES:** 1337

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 10631

3

**TITLE:** Critical issues affecting education reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological, thereunder alphabetical by title.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14065

3

**TITLE:** Douglas school student records

**DATES:** 1917-1934.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:** 14062

3

**TITLE:** Evening high school student records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 9, Item 2.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14061

3

**TITLE:** Glendale Junior High School student records

**DATES:** 1940-1949.

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in 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

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14064

3

**TITLE:** Hamilton elementary school student records

**DATES:** 1922-1925.

**ARRANGEMENT:** none

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 85311

**TITLE:** Higher Education Act of 1965, Title V reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Board of Education

**SERIES:** 14067

3

**TITLE:** Highland Park school student records

**DATES:** 1922-1933.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

History with bibliographic citations, circa 1969

**AGENCY:** Board of Education

**SERIES:** 17691

**TITLE:** History of the state board of education

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 17732

3

**TITLE:** Ibapah Indian School correspondence

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

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

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 22660

3

**TITLE:** Internal audit work papers

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder numbered sequentially

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This record series consists of internal audit work papers generated by the Internal Audit Unit. The work papers provide documented support for each audit report issued to the State Board of Education. These work papers contain significant detail which is not included in audit report, and are recalled by the auditor if a request for audit is made similar to a prior audit, or for legal or backup documentation purposes. They frequently contain protected or limited access data, including such items as personnel records, student information, confidential records of discussion, minutes of legally closed meetings, etc. Information includes name of institution being audited, date of audit, nature of issue(s) being addressed by the audit, statements, interviews, legal research, copies of applicable laws, administrative rules and policies, findings and recommendations, and protected information as described above.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2000.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then transfer to State Archives with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 22660

**TITLE:** Internal audit work papers

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the historical value of the information contained in this record series to researchers.

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (5), (9), (15), (25), and (38)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (1)(f); (1)(g); (2)(a) and R277-116-4(c)

**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).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.



**AGENCY:** Board of Education

**SERIES:** 14069

**TITLE:** Irving Junior High School student records

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Board of Education

**SERIES:** 14070

3

**TITLE:** Jefferson school student records

**DATES:** 1911-1937.

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

M-Disk: Retain in State Archives permanently with authority to weed.

**AGENCY:** Board of Education

**SERIES:** 1873

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

(continued)

**APPRAISAL:**

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

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.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14071

3

**TITLE:** Jordan Junior High School student records

**DATES:** 1921-

**ARRANGEMENT:** alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.



**AGENCY:** Board of Education

**SERIES:** 14057

**TITLE:** Lincoln Junior High School student records

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**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).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

**AGENCY:** Board of Education

**SERIES:** 14074

**TITLE:** Longfellow school student records

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

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

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 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.

**AGENCY:** Board of Education

**SERIES:** 1312

**TITLE:** Minutes

(continued)

Digital image: Retain in Office permanently.

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 This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**AGENCY:** Board of Education

**SERIES:** 1368

**TITLE:** Minutes and supporting documents

(continued)

authority to weed.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

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

**PRIMARY CLASSIFICATION:**

Public



**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 19.

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

**AGENCY:** Board of Education

**SERIES:** 26100

**TITLE:** Organization Chart

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 84434

**TITLE:** Perspectives magazine

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 17687

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2013.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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



**AGENCY:** Board of Education

**SERIES:** 84437

**TITLE:** Rankings of Utah and other selected states reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 6377

3

**TITLE:** Rosecrest attendance records

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:** 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**AGENCY:** Board of Education

**SERIES:** 84422

**TITLE:** School evaluative criteria manuals

(continued)

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

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 CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently 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 This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications have ongoing historical/research value.



**AGENCY:** Board of Education

**SERIES:** 27623

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

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

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 CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State 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

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25. Records provide a view of education in Utah.

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 14063

3

**TITLE:** Student history and transfers

**DATES:** undated

**ARRANGEMENT:** none

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

1

**TITLE:** Student records and reports

**DATES:** 1945-

**ARRANGEMENT:**

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

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:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.



**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

Disposition based on the 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 CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Board of Education

**SERIES:** 1366

3

**TITLE:** Teaching credentials applications

**DATES:** 1898-1905.

**ARRANGEMENT:** Alphanumerical.

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 17700

3

**TITLE:** Technical college scrapbook

**DATES:** 1944-1955

**ARRANGEMENT:**

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Board of Education

**SERIES:** 14058

3

**TITLE:** Test results

**DATES:** 1933-1949.

**ARRANGEMENT:** none

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:** 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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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

**AGENCY:** Board of Education

**SERIES:** 84981

**TITLE:** Utah Joint Committee on Educational Television reports

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

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

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

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

**AGENCY:** Board of Education

**SERIES:** 12954

**TITLE:** Utah State Education Strategic Planning Committee files

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

**AGENCY:** Board of Education

**SERIES:** 84855

**TITLE:** Utah school laws

(continued)

**PRIMARY CLASSIFICATION:**

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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

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

**APPRAISAL:**

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

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



**AGENCY:** Board of Education

**SERIES:** 84978

**TITLE:** Western states small school project reports

(continued)

**PRIMARY CLASSIFICATION:**

Public