

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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12980 Administrative Council minutes
05621 *Administrative records
12379 Adult Education Program financial, statistical, and narrativ
10657 Alcohol, tobacco, and drug reports
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 12979 Executive Committee meeting minutes
 10670 Extended year summer school statistical report
 84377 Federal and state program funds for public education catalog
 14061 *Glendale Junior High School student records
 09887 *Granite district Cyprus cumulative records
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 14050 *Grantsville school district minutes
 14064 *Hamilton elementary school student records
 01879 High school graduates follow-up study data
 85311 Higher Education Act of 1965, Title V reports
 14067 *Highland Park school student records
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 17691 History of the state board of education
 17732 Ibabah Indian School correspondence
 28861 Internal audit reports
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 84370 Investigations of educators or education entities case files
 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
 84436 Legislative program manuals
 14073 *Liberty school student records
 14057 *Lincoln Junior High School student records
 84393 Literacy and English as a second language resource director
 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
 83741 Project report
 01348 Publications
 17687 Publications
 84437 *Rankings of Utah and other selected states reports
 83740 Recipient report
 06377 Rosecrest attendance records
 14053 *Scholarship records
 84439 School buildings in Utah reports and supplements
 05341 School census records
 01896 School cost study data
 10819 School directories
 84421 School district consolidation and boundary change feasibilit
 01334 School district correspondence
 84629 School district evaluation reports
 05848 School district maps
 19989 School district performance reports preparation handbooks
 84422 School evaluative criteria manuals

10816 School finance reference manuals
 01960 School finance study records
 84424 School transportation reports
 01920 *Staff committee minutes
 10886 Statewide educational assessment report
 20377 Statewide testing program reports
 27623 *Statistical Bulletin: Annual Information Guide to Utah Schoo
 27552 *Statistical Bulletin: Information Guide
 01919 *Statistical records
 17703 *Statistical reports
 01831 Status of teacher personnel reports
 12955 *Strategic Planning Commission records
 14063 Student history and transfers
 14052 *Student roll books
 14052 *Student roll books
 84854 Superintendent's items handbook
 00412 Superintendent's opinions
 26116 Tax sheltered investment records
 01432 *Teacher certification examination records
 01431 *Teaching certificates and diplomas registers
 01366 *Teaching credentials applications
 01433 *Temporary teaching certificates register
 14058 *Test results
 84401 Universities teacher education program reports
 19964 Utah Conference on Higher Education newsletters
 84981 *Utah Joint Committee on Educational Television reports
 84435 Utah Schools newsletter
 28512 Utah Science Technology and Research program budget rep
 12954 Utah State Education Strategic Planning Committee files
 84855 *Utah school laws
 01827 Utah social service questionnaires
 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:

Until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-1997

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Disposition based on the 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 DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12980

3

TITLE: Administrative Council minutes

DATES: 1986-

ARRANGEMENT: Chronological by meeting date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Administrative Council of the Utah State Office of Education (USOE) is composed of the superintendent, the deputy superintendent, both associate superintendents, and the coordinators and directors in USOE. These records are composed of the minutes of each executive committee meeting, agenda for the meeting, and documentation related to the topics discussed at the meeting.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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. Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 5621

TITLE: Administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 12379

3

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

These records have historical value(s). Publications document agency history and functions, thus being a useful resource for researchers.

AGENCY: Board of Education

SERIES: 12379

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

(continued)

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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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 DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 29609

3

TITLE: Annual Report

DATES: 2003-

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

APPRAISAL:

These records have historical value(s).

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)

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

These records have administrative, and/or historical value(s). Disposition based on value of records in documenting division achievements, policies, programs and functions.

AGENCY: Board of Education

SERIES: 27570

TITLE: Auxiliary Services Reports

(continued)

PRIMARY DESIGNATION:

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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 DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Board of Education

SERIES: 9901

3

TITLE: Budget ledgers

DATES: 1962-

ARRANGEMENT: chronological

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfiche master: Retain in Office for 2 years and then destroy.

Microfiche duplicate: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

Disposition based on value of records in providing history of budget ledgers, vouchers and associated detail.

AGENCY: Board of Education

SERIES: 9901

TITLE: Budget ledgers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84405

3

TITLE: Bulletins

DATES: 1915-

ARRANGEMENT: Chronological

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 84405

TITLE: Bulletins

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 10656

3

TITLE: Career and Technical Education annual evaluation reports

DATES: 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)

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
Disposition based on value of records in documenting history regarding migrant education and Title I programs.

AGENCY: Board of Education

SERIES: 10656

TITLE: Career and Technical Education annual evaluation reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 28860

3

TITLE: Carson Smith scholarship records

DATES: 2005-

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

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 for 3 year(s) final action

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:

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

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:

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

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
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: 1435

3

TITLE: Class schedules and teacher lists

DATES: 1929-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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.

AGENCY: Board of Education

SERIES: 10801

TITLE: Community Education Partnership reports

(continued)

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1927

3

TITLE: Conference and workshop records

DATES: 1940-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Occasionally the State Board of Education organizes conferences on special topics of importance in public education. These are outlines of topics covered or proceedings of these conferences. This includes activities in elementary schools, 1941; high school graduation requirements and school principles, 1952; and curriculum improvement in secondary schools, 1966.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2001

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

Records in this series document the sponsorship of conferences by the Office of Education.

AGENCY: Board of Education

SERIES: 1927

TITLE: Conference and workshop records

(continued)

PRIMARY DESIGNATION:

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting minimal educational standards for high school students in Utah.

AGENCY: Board of Education

SERIES: 10728

TITLE: Core curriculum standards reports

(continued)

PRIMARY DESIGNATION:

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-16544.

AUTHORIZED: 01-17-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Board of Education

SERIES: 10631

TITLE: Critical issues affecting education reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 4969

3

TITLE: Curriculum reports

DATES: 1949-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports pertaining to evaluations, studies and analyses of curriculum.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 4969

TITLE: Curriculum reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84398

3

TITLE: Designing education for the future project reports

DATES: 1966-

ARRANGEMENT: Chronological

DESCRIPTION:

The purpose of the Designing Education for the Future reports was to develop a realistic design with long-range plans for improving all aspects of education. The reports contain information pertaining to preparation of teachers and other professional personnel, the educational program, economics and financial implications, local and state organization, management, and improving state leadership in education.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 84398

TITLE: Designing education for the future project reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 83743

3

TITLE: Detail by division report

DATES: 1980-

ARRANGEMENT: Alphanumerical by division

DESCRIPTION:

This report shows rehabilitation expenditures for clients. Payments are made to each client or for each client to re-educate in some work profession.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Board of Education

SERIES: 14065

3

TITLE: Douglas school student records

DATES: 1917-1934.

ARRANGEMENT: chronological

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: 10679

3

TITLE: Education conference reports

DATES: 1941-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports from conferences and workshops sponsored by the Board of Education. The reports pertain to economic workshops, educational conferences, administrators' conferences, and supervisory conferences.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 10679

TITLE: Education conference reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 10677

3

TITLE: Educational quality indicators reports

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

The purpose of these reports is to examine a variety of indicators which describe the quality of education in Utah's public schools. The reports contain information pertaining to student academic achievement and aptitude, student attitudes, non-cognitive characteristics (such as academic self-concept) and evaluations of their school experiences. Results are from the American College Testing program (ACT), the Scholastic Aptitude Test (SAT), the Utah Statewide Educational Assessment program, the Advanced Placement program, and the National Assessment of Educational Progress program.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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.

AGENCY: Board of Education

SERIES: 10677

TITLE: Educational quality indicators reports

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These reports are useful to document the performance of schools
and districts over time. They have administrative and historical
research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84850

3

TITLE: Educational Research Bulletins

DATES: 1946-

ARRANGEMENT: Chronological

DESCRIPTION:

The annual bulletin serves as a bibliography of education research studies from schools of education at Utah State University, the University of Utah, and Brigham Young University. Ph.D. dissertations are listed alphabetically by author, and master's theses by major classification and author.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
These bulletins serve as a bibliography of education research studies from schools of education at universities in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 17698

3

TITLE: Electronic High School student records

DATES: 1994-2017.

ARRANGEMENT: Chronological.

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 Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

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

Computer data files: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).
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

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-01-2015

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

Publications document agency history 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

3

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

DATES: 1968-

ARRANGEMENT: Chronological

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
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: 84618

4

TITLE: Elementary school library list

DATES: 1914-

ARRANGEMENT: Chronological

DESCRIPTION:

The Elementary School Library List is an alphabetical listing of suggested library books for use by school librarians. The list, which outlines the author, title and publication information, includes sections for kindergarten and elementary grades. Also included are lists of professional journals and books for teachers.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Documents materials suggested for use in school libraries. The list is historic and is of use to researchers interested in public education.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14062

3

TITLE: Evening high school student records

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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: 12979

3

TITLE: Executive Committee meeting minutes

DATES: 1986-

ARRANGEMENT: Chronological by meeting date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The Executive Committee is composed of the superintendent, the deputy superintendent, both associate superintendents, the executive director of the Utah State Office of Rehabilitation, and the executive secretary to the Board of Education. These records are composed of the minutes of each executive committee meeting, agenda for the meeting, and documentation related to the topics discussed at the meeting.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY DESIGNATION:

Public

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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
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

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

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

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

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
The records in this series date from the territorial period. They document the history and functions of the defunct Grantsville School District.

AGENCY: Board of Education

SERIES: 14050

TITLE: Grantsville school district minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14064

3

TITLE: Hamilton elementary school student records

DATES: 1922-1925.

ARRANGEMENT: none

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: 1879

3

TITLE: High school graduates follow-up study data

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
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 DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14067

3

TITLE: Highland Park school student records

DATES: 1922-1933.

ARRANGEMENT: chronological

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

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:

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

These records have historical value(s).
History with bibliographic citations, circa 1969

AGENCY: Board of Education

SERIES: 17691

TITLE: History of the state board of education

(continued)

PRIMARY DESIGNATION:

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 Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05-01-2014

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:

These records have administrative, and/or historical value(s). Disposition based on value of records documenting the history of the Ibapah Indian School through the correspondence. May have research value.

AGENCY: Board of Education

SERIES: 17732

TITLE: Ibapah Indian School correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 28861

3

TITLE: Internal audit reports

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder numerically

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance audit reports, GRS-1727.

AUTHORIZED: 03-01-2016

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:

These records have administrative, and/or historical value(s). 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 for 10 year(s) completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance audit work papers, GRS-1728.

AUTHORIZED: 03-01-2016

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:

These records have administrative value(s).

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:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

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

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

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.

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 for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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

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: 84436

3

TITLE: Legislative program manuals

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These manuals outline proposals presented to the legislature that pertain to the minimum school program, budget, educational reform and legislation.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

Records in this series document proposals made to the legislature. The records have research value.

AGENCY: Board of Education

SERIES: 84436

TITLE: Legislative program manuals

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14073

3

TITLE: Liberty school student records

DATES: 1916-1924.

ARRANGEMENT: chronological

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

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.

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14074

3

TITLE: Longfellow school student records

DATES: 1905-1917.

ARRANGEMENT: chronological

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.

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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.

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:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

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.

Microfiche master: Retain in State Archives permanently with

AGENCY: Board of Education

SERIES: 1312

TITLE: Minutes

(continued)

authority to weed.

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

APPRAISAL:

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

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.

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

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:

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

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 26100

3

TITLE: Organization Chart

DATES: 1959-1960.

ARRANGEMENT: None.

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Organizational files, GRS-1672.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting 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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 84434

TITLE: Perspectives magazine

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 83741

3

TITLE: Project report

DATES: 1980-

ARRANGEMENT: Alphanumerical by project number

DESCRIPTION:

This report is the same as a recipient report but shows more detail and also breaks out special projects (career-ladders, etc.). Spending is shown but does not include salaries.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Board of Education

SERIES: 1348

3

TITLE: Publications

DATES: 1920-

ARRANGEMENT: Chronological.

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 17687

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84437

3

TITLE: Rankings of Utah and other selected states reports

DATES: 1966-1975.

ARRANGEMENT: Chronological.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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 DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 83740

3

TITLE: Recipient report

DATES: 1980-

ARRANGEMENT: Alphanumerical by district name and number

DESCRIPTION:

These are reports of financial disbursements to districts from the main office and a listing of a financial transactions and allocations that go out to the school district. These records provide a breakdown of how the monies are divided according to minimum school budget allocation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Board of Education

SERIES: 6377

3

TITLE: Rosecrest attendance records

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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: 84439

3

TITLE: School buildings in Utah reports and supplements

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

The purpose of the original report was to assist in bringing school facilities to acceptable life safety standards and to develop minimum standards for school building construction. The supplements are cost and statistical studies that update the original report. Published by legislative mandate, the supplements include current information on building appraisals, construction, and renovation needs, as well as enrollment and cost estimates.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 84439

TITLE: School buildings in Utah reports and supplements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 5341

3

TITLE: School census records

DATES: 1894-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Includes tabulations from districts and state-wide tabulations of students attending public schools.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on value of census records in reflecting student numbers and trends for public schools and the state.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 5341

TITLE: School census records

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Board of Education

SERIES: 1896

3

TITLE: School cost study data

DATES: 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 10819

3

TITLE: School directories

DATES: 1912-

ARRANGEMENT: Chronological

DESCRIPTION:

The series contains annual directories of state and local administrative personnel and offices, school districts and educational organizations. These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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.

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: 10819

TITLE: School directories

(continued)

APPRAISAL:

These records have historical value(s).

The directories have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84421

3

TITLE: School district consolidation and boundary change feasibility studies

DATES: 1967-

ARRANGEMENT: Chronological.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Records in this series document the decision-making process.
These records have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1334

3

TITLE: School district correspondence

DATES: 1924-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 84629

3

TITLE: School district evaluation reports

DATES: 1915-

ARRANGEMENT: Alphabetical by district name, thereunder chronological
DESCRIPTION:

This series contains surveys of the state's school districts conducted by the Office of Education to assist local school officials in evaluating their district's programs. The surveys contain separate evaluations of the district's academic and administrative systems, outlining specific problems, observations, and recommendations for improvement.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 84629

TITLE: School district evaluation reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 5848

3

TITLE: School district maps

DATES: 1965-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 19989

3

TITLE: School district performance reports preparation handbooks

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports have been developed to help school districts compile and report required information. The handbooks contain information pertaining to content, information sources and reporting standards.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84422

3

TITLE: School evaluative criteria manuals

DATES: i 1960-

ARRANGEMENT: Chronological.

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 a special steering committee appointed by the State Superintendent of Public Instruction. **HOLDINGS:** 1960, 1967.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Policy and procedure records, GRS-1717.

AUTHORIZED: 02-01-2015

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.

AGENCY: Board of Education

SERIES: 84422

TITLE: School evaluative criteria manuals

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the decision-making process. They have research value.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Board of Education

SERIES: 10816

3

TITLE: School finance reference manuals

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains annual finance reference reports to assist in understanding how public schools are funded. The reports contain information pertaining to regular, restricted and unrestricted basic school programs, special purpose programs, board and voted leeway programs, school building aid programs, informational data, minimum school program act, administrative rules and a glossary of terms.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 10816

TITLE: School finance reference manuals

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1960

3

TITLE: School finance study records

DATES: 1972-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 84424

3

TITLE: School transportation reports

DATES: 1925-

ARRANGEMENT: Chronological

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-01-2015

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 84424

TITLE: School transportation reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1920

3

TITLE: Staff committee minutes

DATES: i 1931-1961; 1970-1980.

ARRANGEMENT: Alphanumerical.

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 for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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: 10886

3

TITLE: Statewide educational assessment report

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports provide an analysis of the strengths and weaknesses of public education in Utah. The reports contain information pertaining to intellectual maturity (reading vocabulary and comprehension, language expression, and mathematics), emotional maturity (academic self-concept), social maturity (peer relations and extracurricular activities), aesthetic maturity (art and music achievement), productive maturity (independent development, career awareness and development), attitude toward school, education processes, and demographic and school classifications.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives 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: 10886

TITLE: Statewide educational assessment report

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 20377

3

TITLE: Statewide testing program reports

DATES: 1930; 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

The Statewide Testing Program is a legislatively mandated uniform state testing program which calls for the administration of the same standardized achievement test to essentially all Utah students in grades five, eight and eleven. The reports contain information pertaining to questions and answers about the program, guidelines, and Stanford core curriculum links. One report is dated 1930 while the remaining reports are from the 1990s.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Board of Education

SERIES: 20377

TITLE: Statewide testing program reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 27623

3

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

DATES: 1960-1970.

ARRANGEMENT: Chronological.

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

These records have historical value(s).
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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Board of Education

SERIES: 27552

3

TITLE: Statistical Bulletin: Information Guide

DATES: 1960-1970.

ARRANGEMENT: Chronological

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 27552

TITLE: Statistical Bulletin: Information Guide

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1919

3

TITLE: Statistical records

DATES: i 1885-1982.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

These records have administrative, and/or historical value(s). Records provide a view of education in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1831

3

TITLE: Status of teacher personnel reports

DATES: 1951-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports on the current status of teachers in Utah. The reports include information pertaining to the number of personnel, ethnic and racial background, certification and training, experience, age and sex distribution, teacher turnover, authorization letters, new personnel, supply of teachers, number of births in Utah, population growth, and enrollment.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

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

AGENCY: Board of Education

SERIES: 1831

TITLE: Status of teacher personnel reports

(continued)

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

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:

These records have administrative, and/or historical value(s). The minutes document the decisions and actions of the strategic planning commission.

AGENCY: Board of Education

SERIES: 12955

TITLE: Strategic Planning Commission records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 14063

3

TITLE: Student history and transfers

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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

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.

AGENCY: Board of Education

SERIES: 12981

3

TITLE: Superintendent's executive correspondence

DATES: ca. 1896-

ARRANGEMENT: Chronological by year, thereunder alphabetical by person, school district, or applied technology center

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are composed of the correspondence of the State Superintendent of Public Instruction. This correspondence is primarily with school districts or other local school entities wherein policies and procedures are discussed.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05-01-2014

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until superintendent leaves the position and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84854

3

TITLE: Superintendent's items handbook

DATES: 1933-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports from the State Superintendent to the School District Superintendents. The reports contain resolutions, teacher of the year nominations, school program information, policies and procedures, and legislative bills related to education.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

Paper: For records beginning in 1934 and continuing to the present. Retain in State Archives permanently and then microfilm.

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

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

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

APPRAISAL:

These records have historical value(s).
This series has ongoing research value.

AGENCY: Board of Education

SERIES: 84854

TITLE: Superintendent's items handbook

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 412

3

TITLE: Superintendent's opinions

DATES: 1966-

ARRANGEMENT: Chronological by date.

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 26116

3

TITLE: Tax sheltered investment records

DATES: 1969-

ARRANGEMENT: Chronologically by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Utah Office of Education provides their employees investment opportunities which are part of their retirement benefits. The records in this series document tax sheltered 403 B investments which are part of the retirement benefits package.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Board of Education

SERIES: 1432

3

TITLE: Teacher certification examination records

DATES: i 1897-1916.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1431

3

TITLE: Teaching certificates and diplomas registers

DATES: 1901-1916.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 1366

3

TITLE: Teaching credentials applications

DATES: 1898-1911.

ARRANGEMENT: Alphanumerical.

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 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

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 14058

3

TITLE: Test results

DATES: 1933-1949.

ARRANGEMENT: none

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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
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: 19964

3

TITLE: Utah Conference on Higher Education newsletters

DATES: 1958-

ARRANGEMENT: Chronological

DESCRIPTION:

These newsletters are produced to describe the activities of the Utah Conference on Higher Education. The articles pertain to the annual conference, budget, legislative activities, biographies, and events.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84981

3

TITLE: Utah Joint Committee on Educational Television reports

DATES: 1963.

ARRANGEMENT: Chronological.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 84981

TITLE: Utah Joint Committee on Educational Television reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 84435

3

TITLE: Utah Schools newsletter

DATES: 1962-

ARRANGEMENT: Chronological.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 28512

3

TITLE: Utah Science Technology and Research program budget reports

DATES: 2008-

ARRANGEMENT: Numerical by year

DESCRIPTION:

These records contain annual budget reports and supporting financial and budgetary documentation for the Utah Science Research and Technology (USTAR) program as administered by the Utah State Office of Education for grades seven through twelve. The reports document the amount of further education credits earned by teachers in multiple school districts throughout the state, as well as monetary compensation that the state pays those teachers for earning the credits, and are used by the Office of Education to ensure that schools are using funds correctly and effectively.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Reports provide fiscal and administrative information.

AGENCY: Board of Education

SERIES: 28512

TITLE: Utah Science Technology and Research program budget reports

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

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 Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

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.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Board of Education

SERIES: 84855

TITLE: Utah school laws

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education

SERIES: 1827

3

TITLE: Utah social service questionnaires

DATES: 1966-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 84978

3

TITLE: Western states small school project reports

DATES: 1962-1968.

ARRANGEMENT: Chronological.

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:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-01-2013

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:

These records have historical value(s).

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

AGENCY: Board of Education

SERIES: 84978

TITLE: Western states small school project reports

(continued)

PRIMARY DESIGNATION:

Public