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

01417	Accession book
12086	Accessioned records
05621	Administrative records
10671	Adult Education Basic Skills Task Force reports
10657	Alcohol, tobacco, and drug reports
27570	Auxiliary Services Reports
01873	Board of Equalization minutes
03269	Budget and appropriation requests
17699	Central Utah vocational student records
14051	Certification review committee minutes and agenda
14055	Child accounting student records
10801	Community Education Partnership reports
10728	Core curriculum standards reports
01337	Correspondence
10631	Critical issues affecting education reports
14065	Douglas school student records
14062	Evening high school student records
10670	Extended year summer school statistical report
14061	Glendale Junior High School student records
09887	Granite district Cyprus cumulative records
14066	Grant school student records
14050	Grantsville school district minutes
14064	Hamilton elementary school student records
85311	Higher Education Act of 1965, Title V reports
14067	Highland Park school student records
14060	Hillside Junior High School student records
17691	History of the state board of education
17732	Ibapah Indian School correspondence
22660	Internal audit work papers
14069	Irving Junior High School student records

14070	Jefferson school student records
14071	Jordan Junior High School student records
14072	Jordan Onequa school student records
14073	Liberty school student records
14057	Lincoln Junior High School student records
14074	Longfellow school student records
03349	Minority education reports
01312	Minutes
01368	Minutes and supporting documents
01434	Normal scholarships register
26100	Organization Chart
84434	Perspectives magazine
17687	Publications
84437	Rankings of Utah and other selected states reports
06377	Rosecrest attendance records
14053	Scholarship records
84422	School evaluative criteria manuals
01920	Staff committee minutes
27623	Statistical Bulletin: Annual Information Guide to Utah Schoo
27552	Statistical Bulletin: Information Guide
01919	Statistical records
17703	Statistical reports
12955	Strategic Planning Commission records
14063	Student history and transfers
17698	Student records and reports
14052	Student roll books
00412	Superintendent's opinions
01432	Teacher certification examination records
01431	Teaching certificates and diplomas registers
01366	Teaching credentials applications
17700	Technical college scrapbook
01433	Temporary teaching certificates register
14058	Test results
84981	Utah Joint Committee on Educational Television reports
84435	Utah Schools newsletter
12954	Utah State Education Strategic Planning Committee files
84855	Utah school laws
84978	Western states small school project reports

AGENCY: Board of Education

SERIES: 1417 3
TITLE: Accession book
DATES: undated
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 12086 3
TITLE: Accessioned records
DATES: 1948-1979.
ARRANGEMENT: None.
DESCRIPTION:

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

RETENTION:

Retain 0.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 12086
TITLE: Accessioned records

(continued)

APPRAISAL:
Historical

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 5621 3
TITLE: Administrative records
DATES: 1976-1978.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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 CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 10671 3
TITLE: Adult Education Basic Skills Task Force reports
DATES: 1982-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

Holdings: Arithmetic Computation; Writing Skills

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 10657 3
TITLE: Alcohol, tobacco, and drug reports
DATES: 1939-
ARRANGEMENT: Chronological.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 10657
TITLE: Alcohol, tobacco, and drug reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 27570 3
TITLE: Auxiliary Services Reports
DATES: 1967-1971
ARRANGEMENT: Chronological
DESCRIPTION:

Reports created by the Division of Auxiliary Services include policies, procedure , research, Uniform Coding Manual, planning, building, financial data, evaluations, memos and other publications.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1873 3
TITLE: Board of Equalization minutes
DATES: 1929-1932.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Minutes of joint meetings of the Board of Education and the Board of Equalization.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

The documents in this series document the actions and decisions of the Board of Education and the Board of Equalization during the early years of the Great Depression. These are valuable to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 3269 3
TITLE: Budget and appropriation requests
DATES: 1967-
ARRANGEMENT: Chronological.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 3269
TITLE: Budget and appropriation requests

(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Board of Education

SERIES: 17699 3
TITLE: Central Utah vocational student records
DATES: Undated
ARRANGEMENT:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14051 3
TITLE: Certification review committee minutes and agenda
DATES: 1974-1985.
ARRANGEMENT: chronological
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 14055 3
TITLE: Child accounting student records
DATES: 1918-1948.
ARRANGEMENT: chronological by birthdate group, thereunder alphabetical
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Education

SERIES: 10801 3
TITLE: Community Education Partnership reports
VARIANT Public Involvement Model
DATES: 1977.
ARRANGEMENT: Alphabetical.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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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:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 10728 3
TITLE: Core curriculum standards reports
DATES: 1987-
ARRANGEMENT: Chronological.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1337 3
TITLE: Correspondence
DATES: 1896-1913.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

This series documents the activities of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 10631 3
TITLE: Critical issues affecting education reports
DATES: 1981-
ARRANGEMENT: Chronological, thereunder alphabetical by title.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 14065 3
TITLE: Douglas school student records
DATES: 1917-1934.
ARRANGEMENT: chronological
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14062 3
TITLE: Evening high school student records
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 10670 3
TITLE: Extended year summer school statistical report
DATES: 1966-
ARRANGEMENT: Chronological.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 14061 3
TITLE: Glendale Junior High School student records
DATES: 1940-1949.
ARRANGEMENT: none
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 9887 3
TITLE: Granite district Cyprus cumulative records
DATES: 1973-1981.
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

Microfilm master: Retain in State Archives permanently.

AGENCY: Board of Education

SERIES: 14066 3
TITLE: Grant school student records
DATES: 1918-1933.
ARRANGEMENT: chronological
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14050 3
TITLE: Grantsville school district minutes
DATES: 1866-1891.
ARRANGEMENT: none
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 14050
TITLE: Grantsville school district minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 14064 3
TITLE: Hamilton elementary school student records
DATES: 1922-1925.
ARRANGEMENT: none
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 85311 3
TITLE: Higher Education Act of 1965, Title V reports
VARIANT Education Professions Development Act
Title V reports
DATES: 1968-
ARRANGEMENT: Chronological
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 85311
TITLE: Higher Education Act of 1965, Title V reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 14067 3
TITLE: Highland Park school student records
DATES: 1922-1933.
ARRANGEMENT: chronological
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14060 3
TITLE: Hillside Junior High School student records
DATES: 1938-1949.
ARRANGEMENT: none
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 17691 3
TITLE: History of the state board of education
DATES: Undated
ARRANGEMENT:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

History with bibliographic citations, circa 1969

AGENCY: Board of Education

SERIES: 17691
TITLE: History of the state board of education

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 17732 3
TITLE: Ibapah Indian School correspondence
DATES: undated
ARRANGEMENT:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 22660 3
TITLE: Internal audit work papers
DATES: 1990-
ARRANGEMENT: Chronological by year, thereunder numbered sequentially
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain 12 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 22660
TITLE: Internal audit work papers

(continued)

APPRAISAL:
Administrative Historical Legal

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

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

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

AGENCY: Board of Education

SERIES: 14069 3
TITLE: Irving Junior High School student records
DATES: 1919-1930.
ARRANGEMENT: alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 14070 3
TITLE: Jefferson school student records
DATES: 1911-1937.
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14071 3
TITLE: Jordan Junior High School student records
DATES: 1921-
ARRANGEMENT: alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14072 3
TITLE: Jordan Onequa school student records
DATES: 1899-1934.
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14073 3
TITLE: Liberty school student records
DATES: 1916-1924.
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 14057 3
TITLE: Lincoln Junior High School student records
DATES: 1920-1937.
ARRANGEMENT: alphabetical by student name
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 14074 3
TITLE: Longfellow school student records
DATES: 1905-1917.
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

AGENCY: Board of Education

SERIES: 14074
TITLE: Longfellow school student records

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

AGENCY: Board of Education

SERIES: 3349 3
TITLE: Minority education reports
DATES: 1968-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1312 3
TITLE: Minutes
DATES: 1896-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION:
DESCRIPTION:

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes the official minutes of board meetings. The State Board of Education considers such things as budgets and distribution of education funds, contracts, program and district administration, legislative proposals and administrative rules, and licensure.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

Digital image: Retain in Office permanently.

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

AGENCY: Board of Education

SERIES: 1312
TITLE: Minutes

(continued)

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1368 3
TITLE: Minutes and supporting documents
DATES: 1930-
ARRANGEMENT: Chronological by meeting date.
ANNUAL ACCUMULATION:
DESCRIPTION:

The State Board of Education, organized at statehood, serves to provide a uniform system of quality secondary education throughout the state. This series includes copies of the minutes of board meetings as well as related documents and appendixes. Related documents include such things as agenda, committee reports, and correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

Compact disc: For records beginning in 1995 through 2004. Retain in State Archives permanently with authority to weed.

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

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

AGENCY: Board of Education

SERIES: 1368
TITLE: Minutes and supporting documents

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1434 3
TITLE: Normal scholarships register
DATES: i 1897-1913.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 26100 1
TITLE: Organization Chart
DATES: 1959-1960.
ARRANGEMENT: None.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 84434 3
TITLE: Perspectives magazine

DATES: 1968-1969.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 84434
TITLE: Perspectives magazine

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 17687 3
TITLE: Publications
DATES: 1926-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 17687
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 84437 3
TITLE: Rankings of Utah and other selected states reports
DATES: 1966-1975.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 84437
TITLE: Rankings of Utah and other selected states reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 6377 3
TITLE: Rosecrest attendance records
DATES: undated
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

AGENCY: Board of Education

SERIES: 14053 3
TITLE: Scholarship records
DATES: 1915-1939.
ARRANGEMENT: alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 84422 3
TITLE: School evaluative criteria manuals
DATES: i 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: For records beginning in 1960 and continuing to the present. Retain in State Archives permanently with authority to weed.

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 1920 3
TITLE: Staff committee minutes
DATES: i 1931-1961; 1970-1980.
ARRANGEMENT: Alphanumerical.
ANNUAL ACCUMULATION:
DESCRIPTION:

Records created by a committee or conference, including advisory committee records 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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 27623 3
TITLE: Statistical Bulletin: Annual Information Guide to Utah School Districts
DATES: 1960-1970
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

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

Publications have ongoing historical/research value.

AGENCY: Board of Education

SERIES: 27623
TITLE: Statistical Bulletin: Annual Information Guide to Utah School Districts

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 27552 3
TITLE: Statistical Bulletin: Information Guide
DATES: 1960-1970
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Information Guide to Utah School Districts. A listing of department and district officials, budget and salary information, student and teacher statistics and calendar of the school year.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 1919 3
TITLE: Statistical records
DATES: i 1885-1982.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

Microfilm master: Retain in State Archives permanently.

AGENCY: Board of Education

SERIES: 17703 1
TITLE: Statistical reports
DATES: 1908-1969.
ARRANGEMENT: Numerical by district number
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

Administrative Historical

Records provide a view of education in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 12955 1
TITLE: Strategic Planning Commission records
DATES: 1987-1988.
ARRANGEMENT: Variable within each binder.
TOTAL VOLUME: 0.50 cubic feet.
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Historical

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 14063 3
TITLE: Student history and transfers
DATES: undated
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 17698 1
TITLE: Student records and reports
DATES: 1945-
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in State Archives permanently after microfilming.

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

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

AGENCY: Board of Education

SERIES: 14052 3
TITLE: Student roll books
DATES: 1901-1917.
ARRANGEMENT: alphabetical by surname
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 412 3
TITLE: Superintendent's opinions
DATES: 1966-
ARRANGEMENT: Chronological by date.
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 412
TITLE: Superintendent's opinions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 1432 3
TITLE: Teacher certification examination records
DATES: i 1897-1916.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 1431 3
TITLE: Teaching certificates and diplomas registers
DATES: 1901-1916.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 1366 3
TITLE: Teaching credentials applications
DATES: 1898-1905.
ARRANGEMENT: Alphanumerical.
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 17700 3
TITLE: Technical college scrapbook
DATES: 1944-1955
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

AGENCY: Board of Education

SERIES: 1433 3
TITLE: Temporary teaching certificates register
DATES: 1905-1915.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

AGENCY: Board of Education

SERIES: 14058 3
TITLE: Test results
DATES: 1933-1949.
ARRANGEMENT: none
TOTAL VOLUME:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Board of Education

SERIES: 84981 3
TITLE: Utah Joint Committee on Educational Television reports
DATES: 1963.
ARRANGEMENT: Chronological.
TOTAL VOLUME:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 84981
TITLE: Utah Joint Committee on Educational Television reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 84435 3
TITLE: Utah Schools newsletter
VARIANT Education Courier
DATES: 1962-
ARRANGEMENT: Chronological.
TOTAL VOLUME:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education

SERIES: 12954 3
TITLE: Utah State Education Strategic Planning Committee files
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

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

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Board of Education

SERIES: 12954
TITLE: Utah State Education Strategic Planning Committee files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 84855 3
TITLE: Utah school laws
DATES: 1880-1978.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: For records beginning in 1901 and continuing to the present. Retain in State Archives permanently with authority to weed.

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 84855
TITLE: Utah school laws

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Education

SERIES: 84978 3
TITLE: Western states small school project reports
DATES: 1962-1968.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

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

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

AGENCY: Board of Education

SERIES: 84978
TITLE: Western states small school project reports

(continued)

PRIMARY CLASSIFICATION:
Public