

## 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:** \_\_\_\_\_

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**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:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**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:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have historical value(s).

**AGENCY:** Board of Education

**SERIES:** 84427

3

**TITLE:** Annual reports

**DATES:** 1864-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The annual report of the State Superintendent of Public Instruction is an overall outline of the state's public educational system and is mandated by Utah Code 53E-1-203 (2023). Designed to provide of public account of the school system, it includes a general evaluation of the Education Office's activities and programs. Each report reviews the accomplishments of the previous year, recommending areas for new emphasis or improvement. Specific sections answer questions on funding, productivity, development, quality and focus.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently and then microfilm.

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

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

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

**AGENCY:** Board of Education

**SERIES:** 84427

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

These records have historical value(s).

Annual reports document the history and functions of an agency and have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.



**AGENCY:** Board of Education

**SERIES:** 30155

3

**TITLE:** Audit Committee meeting records

**DATES:** 1990-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are the meeting minutes and supplementary materials for the State Board of Education's Audit Committee. The Audit Committee meetings review internal matters and ongoing audits (Utah Code 63I-5-201(4)) and are not subject to the Open and Public Meetings Act, therefore the records produced during these meetings are protected (Utah Code 52-4-103(9)(c)). The meeting minutes may also be referred to as summaries of action.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are considered historical because they provide evidence of significant policy formulation and business processes of the government, as well as governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Board of Education

**SERIES:** 30155

**TITLE:** Audit Committee meeting records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2-4 & 10) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2021.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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:** 12-03-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

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)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**AGENCY:** Board of Education

**SERIES:** 9901

1

**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:**

Retention and disposition for this series is proposed and has not yet been approved.

**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, and/or fiscal value(s).

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

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

Publications document 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:** 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) after 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:** 1435

3

**TITLE:** Class schedules and teacher lists

**DATES:** 1929-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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:** 30153

3

**TITLE:** Closed Meeting Recordings

**DATES:** 2011-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These recordings document the closed portions of USBE board meetings.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered historical because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Board of Education

**SERIES:** 30153

**TITLE:** Closed Meeting Recordings

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 52-4-206(5)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2021.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Conference sponsorship files, GRS-1700.

**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:** 30387

3

**TITLE:** Core standards

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These records contain the core standards adopted by the Utah State Board of Education for instruction in Utah's public schools. Records document the subjects and principles approved for teaching in the k-12 school system. Schools are required to base their instruction on the principles approved by the State Board of Education in the core standards. These standards are periodically reviewed and revised with input from stakeholders. These standards contain the basic knowledge, skills, and competencies each student is expected to acquire as the student progresses towards graduation.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Board of Education

**SERIES:** 30387

**TITLE:** Core standards

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 53E-4-202 (2022)



**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-26-2020

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

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

**AGENCY:** Board of Education

**SERIES:** 85315

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

(continued)

**PRIMARY DESIGNATION:**

Public

**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:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

This 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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2018.

**AGENCY:** Board of Education

**SERIES:** 30152

3

**TITLE:** Meeting Recordings

**DATES:** 2011-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These recordings document USBE board discussions that are a part of an open and public meeting.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

Audio cassettes: Retain in Office for 3 years after approval of minutes and then destroy.

Compact disc: Retain in Office for 3 years after approval of minutes and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2021.



**AGENCY:** Board of Education

**SERIES:** 1312

3

**TITLE:** Minutes

**DATES:** 1896-

**ARRANGEMENT:** Chronological.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-28-2020

**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 03/2018.

**AGENCY:** Board of Education

**SERIES:** 1368

3

**TITLE:** Minutes and supporting documents

**DATES:** 1930-

**ARRANGEMENT:** Chronological.

**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:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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 03/2018.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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:** 29911

3

**TITLE:** School Learning and Nurturing Development Trust Program annual reports

**DATES:** 2015-

**ARRANGEMENT:** Chronological, thereunder by local education agency.

**DESCRIPTION:**

These reports document plans and reports of expenditures by local school councils of restricted School Learning and Nurturing Development Trust program funds. The reports are used to monitor practices of school councils and expenditures of these trust funds. Information contains responses to required questions submitted annually by each school in the state.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Code 53G-7-1206.

**AGENCY:** Board of Education

**SERIES:** 29911

**TITLE:** School Learning and Nurturing Development Trust Program annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.

**AGENCY:** Board of Education

**SERIES:** 30472

3

**TITLE:** Special Education Due Process Hearing decisions

**DATES:** 2023-

**ARRANGEMENT:** Chronological by decision date.

**DESCRIPTION:**

This is a record of the decision from an independent hearing officer following a Special Education Due Process Hearing under authority of Utah State Board of Education. Due Process Hearings allow the local education agency and parent (as defined under the Utah State Board of Education Special Education Rules) or adult students to present their views and seek a determination from an independent hearing officer. The final outcome is a legally binding decision by the independent hearing officer. Once personally-identifiable information has been deleted, decisions are posted on the website for ten years and set a precedent for special education law in the State of Utah.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule High profile civil case files, GRS-2035.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Board of Education

**SERIES:** 30472

**TITLE:** Special Education Due Process Hearing decisions

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-301(2)(c)(2020)

**AGENCY:** Board of Education

**SERIES:** 30473

1

**TITLE:** Special Education state complaint decisions

**DATES:** 2023-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This is a record of a decision made following a Special Education State Complaint Investigation under authority of the Utah State Board of Education. Special Education State Complaints contain allegations that a local education agency or other public agency in the State that provides special education and related services to students with disabilities has violated a requirement of federal and/or State special education laws. Once the complaint has been filed, an investigator has 60 calendar days to investigate and generate a report which will form the basis for the decision and any corrective actions that may result. The record may contain a summary of facts and whether there were any violations of federal and/or State special education laws, supporting evidence, conclusions, reasons for the decision, and the final decision.

**RETENTION:**

Retain for 6 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after case is closed and then destroy.

Computer data files: Retain in Office for 6 years after case is closed and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Board of Education

**SERIES:** 30473

**TITLE:** Special Education state complaint decisions

(continued)

**PRIMARY DESIGNATION:**

Protected

Utah Code 63G-2-305(18)(2022)



**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

Publications provide documentary evidence useful to researchers.

**AGENCY:** Board of Education

**SERIES:** 1831

**TITLE:** Status of teacher personnel reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2018.

**AGENCY:** Board of Education

**SERIES:** 12981

3

**TITLE:** Superintendent's executive correspondence

**DATES:** ca. 1896-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are correspondence with members of the Board's superintendency or section directors on issues of agency policy. They document agency decision making regarding agency policy and interests.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**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:**

These records have historical value(s).

These records provide a historical context for the agency's development and direction.

**AGENCY:** Board of Education

**SERIES:** 12981

**TITLE:** Superintendent's executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education

**SERIES:** 412

3

**TITLE:** Superintendent's opinions

**DATES:** 1966-

**ARRANGEMENT:** Chronological.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**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.

**AGENCY:** Board of Education

**SERIES:** 412

**TITLE:** Superintendent's opinions

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Board of Education

**SERIES:** 30474

3

**TITLE:** Supporting Documentation for dispute resolution records

**DATES:** 2023-

**ARRANGEMENT:** Chronological by date dispute filed.

**DESCRIPTION:**

Supporting Documentation for Dispute Resolution Records refer to records created during the course of a due process hearing, State complaint investigation, special education mediation, facilitated Individual Education Program, or other dispute resolution process, inquiry, communication, or other request not otherwise specified as Special Education Due Process Hearing Decisions, Special Education State Complaint Decisions, or Special Education Mediation Agreements. Such documents could include but are not limited to the following: motions filed by the parties; entries of appearance; other written requests to the hearing officer, investigator, or mediator; minute entries; orders granting or denying motions in a formal order; scheduling orders, transmittal of the record and any documents contained therein; written and/or electronic transcripts of the proceedings; emails exchanged among the parties, hearing officer, complaint investigator, mediator, and State Education Agency staff; requests for documentation and information; fulfillment of requests for documentation and information; etc. This series does not include a Special Education Due Process Hearing Decision (refer to series 30472); a Special Education State Complaint Decision (refer to series 30473); or a Special Education Mediation Agreement (refer to General Retention Schedule GRS-2302).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Customer request or complaint records, GRS-1783.

**AUTHORIZED:** 08-24-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**AGENCY:** Board of Education

**SERIES:** 30474

**TITLE:** Supporting Documentation for dispute resolution records

(continued)

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected                      Utah Code 63G-2-305(18)(2022)



**AGENCY:** Board of Education

**SERIES:** 30718

3

**TITLE:** Unopened parent complaints of alleged educator misconduct

**DATES:** 2023-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These records consist of parent complaints of alleged educator misconduct. Once the local education agency has investigated the complaint, they will pass it on to the Utah State Board of Education's Professional Practices Advisory Committee (UPPAC) to review the complaints and decide if an investigation is needed. UPPAC has discretion to determine whether the state should investigate. These are complaints UPPAC did not pursue. Administrative need ends after UPPAC determines no further action is warranted.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until administrative value has been met and then delete.

**APPRAISAL:**

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

**AGENCY:** Board of Education

**SERIES:** 30718

**TITLE:** Unopened parent complaints of alleged educator misconduct

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302 (2)(a) (2023)