# Retention and Classification Report

**Agency:** Board of Education. Office of Education. School Finance Section (1449)
250 East 500 South
Salt Lake City, UT 84114
538-7674

**Records Officer**

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**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 19986 3
**TITLE:** Annual data acquisition calendars
**DATES:** 1992-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These calendars are intended to make the reporting of data required by the Office of Education a more manageable task for local school districts. The calendar contains a list of reports by month and due date which all school districts will complete throughout the school year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative
These calendars appear to have only temporary administrative value and need be kept until superseded by a new calendar.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 20376 3
**TITLE:** Annual program report
**DATES:** 1972-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

The Annual Program Report (APR) is an account of Local Education Agency (LEA) revenue and expenditures by source and program sufficient to meet the reporting requirements specified in Section 53A-1-301(3)(d) and (e). The information for this report is gathered from LEAs annually by October 1st.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/20/2010

**FORMAT MANAGEMENT:**

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

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

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

Computer data files: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 20376
**TITLE:** Annual program report

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83271 3
**TITLE:** Annual school fall enrollment files
**DATES:** 1964-
**ARRANGEMENT:** Alphabetical by district
**ANNUAL ACCUMULATION:** 0.50 cubic feet.
**DESCRIPTION:**

This file is used to document student attendance in all public and private schools. This information is used in compiling the Fall Enrollment Report of Utah School Districts and in the distribution of monies to the districts. This includes a breakdown of attendance and enrollment by grade, gender, and whether handicapped or home bound. It also contains a racial breakdown, but only in total attendance and not by grade.

**RETENTION:**

Retain 5 years after report is published.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after report is published and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

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

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

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83271
**TITLE:** Annual school fall enrollment files

(continued)

**APPRAISAL:**

Administrative Fiscal Historical
This retention is based on the administrative needs expressed by the business office and the historical value of these records in understanding the numbers of students in each district.

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 11328 3
**TITLE:** Audit reports
**DATES:** 1970-
**ARRANGEMENT:** Alphabetical by school district
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This series consists of several audit reports maintained by School Finance: the Financial Audit Report, aka Comprehensive Annual Financial Report (CAFR), which includes audited financial statements, financial statements, reviewed financial statements or State Auditor's form (UCA 53A-3-404, 51-2a-201, 203, R277-484-3(k)); the MSP Selections Report, which is prepared by the Local Education Agency (LEA) external auditors identifying what programs within the Minimum School Program were audited; the Single Audit Report, which is required for certain LEAs whose federal revenues and/or expenditures exceed a certain level; as well as Student Membership and Fall Enrollment and Transfer Student Audit Reports, which are prepared by the LEA's external auditors identifying compliance with pupil accounting rules in reporting student membership, fall enrollment and transfer students in the clearinghouse submission (UCA 53A-191-101, R277-484-3(F)(1),

**RETENTION:**

Retain 5 years.

**DISPOSITION:**
Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 11328
**TITLE:** Audit reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 10653 3
**TITLE:** Budgeting, accounting, and auditing handbooks
**DATES:** 1952-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These manuals are designed to provide uniform accounting terminology and procedures for Utah school districts. The reports contain information pertaining to accounting, auditing, budgeting and coding.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/19/1992

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Administrative Historical
Records in this series have historic value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83767 1
**TITLE:** Building projects records
**DATES:** 1978-
**ARRANGEMENT:** Alphabetical by district
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

This series contains a collection of forms, a checklist, and other materials required by UCA 53A-21-118 (1989) to document the approval of plans and specifications of each building or remodeling project. The check list includes school name, district, project description, file number and date, project type, square footage, architect, and a check list of information and forms that are required to complete these files.

These files include the SBE-06-2530-64C Room File form (which includes district code, school code, building code, school name, room number, square footage, room location code, total teacher stations, and the room design code), form SP-4 or SOE-06-2530-65 the Preliminary Information on Proposed School Plant Construction (which has information on the nature of the project; school name; location and district; square footage; architect's name, address, and phone number; and state building aid funds to be used in construction and the preliminary cost estimates); SP-5 or SOE-06-2530-66 the Final Plans Data on Proposed School Plant Construction (which has information on the school name, location, grades, district, architect, nature of project, scheduled completion, number of special instructional rooms and type, regular rooms, other support staff requirement, total number of required rooms, date final plans signed, file number, and actual bid costs); SP-5a or SOE 06-2530-61 Architects School District's Certifications (which includes the school name, location, architect and contract architect signature of certification, also the school districts superintendent's signature as to certification); SOE 06-2530-62 Request for Withdrawal from the Critical School Building Aid Fund (school districts provide this financial information when they wish to withdraw from the fund); SOE 06-2530-63 Request for Withdrawal from the Continuing School Building Aid Fund (school districts provide this financial information when they wish to withdraw from this fund); form SP-6 Final Report on Building Project Cost (which includes school district, school, location, date of contract, date of completion, nature of project, square footage following construction, teacher stations, costs with breakdown, and the prime contractors); form SP-7 Existing Facilities Survey (which includes structural report of facility, school, type of construction, and includes a list of check point information); form SP-8 on Heating and Ventilating (which includes school, type of construction, and has them look

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83767
**TITLE:** Building projects records

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at these two major concerns asking for comments and whether replacements are needed and what the repairs might be); and lastly SP-10 Educational Space (which includes information regarding the classroom needs, such as what are the standard conditions or what is lacking and the changes that are necessary or required).

**RETENTION:**

Retain 7 years after completion of project.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**
Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years after completion of project and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical
This retention is based on the historical significance of the information to researchers.

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83763 3
**TITLE:** Eligible and ineligible transported pupils files
**DATES:** 1970-
**ARRANGEMENT:** Alphabetical by school district
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

These files provide information regarding all school bus routes in a particular district for documentation and provide required information for funding. Information includes bus numbers, routes, actual eligibles transported (including special education students) in elementary and secondary, total eligibles, and the number of actual eligibles. This information is duplicated on a computer printout.

**RETENTION:**

Retain 6 months or until information is transferred to computer.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months or until information is transferred to the computer file and then destroy.

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

**APPRAISAL:**

Administrative
This retention is based on the administrative needs expressed by the office. No specific state statute nor federal guidelines were identified which indicate a retention period.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83763
**TITLE:** Eligible and ineligible transported pupils files

(continued)

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 1436 3
**TITLE:** Minimum school program reports
**DATES:** 1957-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These reports are for the benefit of those who are interested in making analyses, comparisons and doing research on the Minimum School Programs of the state school districts. These reports include legislative estimates and mid-year updates. Prior to 1990, this report was published annually. After 1990, the report is published bi-annually with estimates issued in the spring and actual data issued in the fall.

**RETENTION:**

Retain until scanned and quality checked.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**AUTHORIZED:** 07/20/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and quality checked. 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 until administrative needs end and then delete.

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

Microfiche duplicate: Retain in State Archives permanently with

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 1436
**TITLE:** Minimum school program reports

(continued)

authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83758 3
**TITLE:** New bus route change approval request files
**DATES:** 1970-
**ARRANGEMENT:** Chronological.
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

This is a request for approval from the School Board to change bus routes that are providing transportation to and from schools. It includes the date of request, district request came from, effective date of new route or change in existing route, authorized signature, information on existing route, how that would change, type of route, ineligible students that are transported on the existing bus route and how the possible change would affect those students, and a short test for appreciable increase in cost for change or new route. This request has additional space for approval or denial and is sent to the Pupil Transportation Section at the Board of Education for their review.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative
This retention is based on the administrative needs expressed by the office.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83758
**TITLE:** New bus route change approval request files

(continued)

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 23943 3
**TITLE:** School building construction and inspection resource manuals
**DATES:** 2000-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This series contains resource manuals that are distributed to school districts throughout the state. The manuals provide district officials with guidelines for the design and construction of new facilities, and for managing existing facilities. The manual was first produced in October 2000. Periodic updates or revisions are included in the series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10/15/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83760 3
**TITLE:** School bus driver training certification file
**DATES:** 1970-
**ARRANGEMENT:** Alphabetical by district
**ANNUAL ACCUMULATION:** 0.30 cubic feet.
**DESCRIPTION:**

These files are maintained on anyone driving a bus for a school district in the state of Utah. They document that drivers have been certified to drive school buses and also provide information on all applicable training that has been received. The files could include the form SOE 06-2552-75, which states the school district, date, driver's name, type of employment that the driver has (part-time or a regular full-time driver), training courses completed and date of completion, information on whether the driver is a state certified driver trainer, and a motor vehicle check result on each driver, and a signature line for who verified this information with Motor Vehicles. They might also include form SOE 06-2552-74, which is a sign-in sheet for courses and includes information on which courses have been completed and by whom, and is signed by the Certified Driver Trainer and includes their certification number.

**RETENTION:**

Retain 7 years after termination of driver.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after termination of driver and then destroy.

Computer data files: Retain in Office for 7 years after termination of driver and then delete.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83760
**TITLE:** School bus driver training certification file

(continued)

**APPRAISAL:**

Administrative Legal
This retention is based on the administrative needs expressed by the office and to document that all drivers are certified and have been certified for that position.

**PRIMARY DESIGNATION:**
Public

**SECONDARY DESIGNATION(S):**
Private. Social Security Number

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83275 3
**TITLE:** School district annual statistical report files
**DATES:** 1969-
**ARRANGEMENT:** Alphabetical by school district
**ANNUAL ACCUMULATION:** 1.50 cubic feet.
**DESCRIPTION:**

These are the reports that are filled out by each school district and returned to the Business office. They are used to compile the Annual Statistical Report. These reports include an accounting of enrollment of all students enrolled and attending Federal and State adult basic education and adult high school completion programs. These figures are all certified. It also includes the number of participants by sex, age range, grade level, race, selected ethnic groups, and also by functional grade levels. It contains an accounting of the number of participants leaving the program and the reason associated with that. The report provides information on the adult basic and high school program. Included are authorized course titles; total number of units of adult basic credit awarded from all sources by program categories and by authorized course title; profile of education participant; the number of participants; and number of daytime and evening classes by type of location, number of personnel organizations, placement and type of job performed by amount of training, involvement (discussion and planning involvement) processes, new courses, services and activities initiated from this public involvement, continuing courses, and services and activities.

These reports are then compiled into the Annual statistical report of Utah school districts (series 83276) which is published each year.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83275
**TITLE:** School district annual statistical report files

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfiche master: Retain in Archives for 5 years and then destroy.

Microfiche duplicate: Retain in Archives for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal
This retention is based on the administrative needs expressed by the office. No specific state statute nor federal guidelines were identified which indicate a retention period. The State Office of Educations receives the S-3 report from all forty school districts and then creates an annual report from the data.

**PRIMARY DESIGNATION:**
Public

**SECONDARY DESIGNATION(S):**
Private. Name and social security number.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83276 3
**TITLE:** School district annual statistical reports
**DATES:** 1937-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

This annual report is prepared by the Office of Education and provides a detailed presentation of pupil and staff statistical information for the forty school districts in the State of Utah. Data in the report are gathered directly from the forty school districts at the end of each school year. The information for this report is taken from the S-3 form, and the intent is to provide raw data needed for accurate and detailed analysis of the needs of each school district.

**RETENTION:**

Retain 7 years after report is published.

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**
Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after report is published and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

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

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

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83276
**TITLE:** School district annual statistical reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical
This disposition is based on the historical value of the information. It summarizes information in other files and would save researchers a great deal of time.

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 10818 3
**TITLE:** School district budget bulletins
**DATES:** 1964-
**ARRANGEMENT:** Chronological
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

This series contain budget estimates for the school districts in Utah. The reports contain information pertaining to fund balances, revenue, and expenditures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

Historical
Disposition based on value of records which provide school district budgets including revenues and expenses.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83277 3
**TITLE:** School districts annual financial report
**DATES:** 1930-
**ARRANGEMENT:** Chronological, thereunder alphabetical by school district
**ANNUAL ACCUMULATION:** 0.60 cubic feet.
**DESCRIPTION:**

The Annual Financial Report (AFR) is an account of Local Education Agency (LEA) revenue and expenditures by source and fund sufficient to meet the reporting requirements specified in Utah Code 53A-1-301(3)(d) and (e). The information for this report is gathered from each LEA annually by October 1st.

**RETENTION:**

Retain 7 years

**DISPOSITION:**
Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**
Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 2.

**AUTHORIZED:** 04/10/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then transfer to State Archives.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

Paper: For records beginning in 1979 through 1987. Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfiche duplicate: Retain in State Archives permanently with

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 83277
**TITLE:** School districts annual financial report

(continued)

authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 13859 3
**TITLE:** School transportation electronic system data
**DATES:** 1975-
**ARRANGEMENT:**
**ANNUAL ACCUMULATION:**
**DESCRIPTION:**

These computer data are used by School Finance and Statistics to track how many bus route miles districts have logged, the average cost per mile, and number of students transported. The information is created within the framework of the School transportation electronic system (series 13699).

**RETENTION:**

Retain 3 years.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Fiscal
This disposition is based on the administrative needs expressed by the agency and by general audit requirements of financial records.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 13859
**TITLE:** School transportation electronic system data

(continued)

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 4066 3
**TITLE:** Small school applications
**DATES:** 1978-
**ARRANGEMENT:** Alphanumerical by school district
**ANNUAL ACCUMULATION:** 0.20 cubic feet.
**DESCRIPTION:**

These applications are required to determine if schools qualify for small school monies. It includes school district, school name, grade span, estimated enrollment and average daily membership (ADM) for kindergarten and grades one through twelve, and superintendent's signature.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal
The office has indicated that the disposition is based on the needs of the office.

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 4066
**TITLE:** Small school applications

(continued)

**PRIMARY DESIGNATION:**
Public

**AGENCY:** Board of Education. Office of Education. School Finance Section

**SERIES:** 4265 3
**TITLE:** Transporting handicapped students budget files
**DATES:** 1970-
**ARRANGEMENT:** Chronological, thereunder alphabetical by school district
**ANNUAL ACCUMULATION:** 0.10 cubic feet.
**DESCRIPTION:**

These budget files are maintained for each school district to document the number of handicapped students transported to classes and the funds requested to facilitate the service. These requests would include the completion of either the Budget Request for Transporting Severely Multiple-Handicapped Students to Extended Year Classes (form number SOE 06-2522-03) or the Budget Request for Transporting Pre-School Three and Four Year Old Handicapped Students (form number SOE 06-2522-04). These files include information on the number of qualified students, the budget amount requested, person responsible for the program at the district level, total number of miles traveled, and the yearly estimate cost per bus mile.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**
Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Fiscal
This disposition is based on agency need as the audit would occur within three years.