Retention and Classification Report

Agency: Board of Education. Office of Education. School Law and Legislation (1935)

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Records Officer: _____

12636	Administrative hearing files
12634	Education law correspondence
12644	Education law seminar records
29135	Local Education Agency fee waiver reports

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 12636 3
TITLE: Administrative hearing files
DATES: 1990-
ARRANGEMENT: Alphabetical by appellant name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Notes of Hearing Officer [UCA 63G-2-305(33)]

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 12634 3
TITLE: Education law correspondence
DATES: 1983-
ARRANGEMENT: Alphabetical by attorney surname, thereunder chronological by date of correspondence
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records contain correspondence between the School Law and Legislation attorneys and people outside of the Utah State Office of Education. Generally, this correspondence is with school districts, but could be with anybody interested in education law matters. Copies of incoming correspondence are usually attached to the responses. Computer copies of the outgoing correspondence are also maintained.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until paper copy is filed or until 3 years, whichever comes first, and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 12634
TITLE: Education law correspondence

(continued)

SECONDARY DESIGNATION(S):

Protected.	Any correspondence concerned with investigations of criminal or civil wrongdoing of a school or employee [UCA 63G-2-305(8), (15), (16)] or personal recommendations [UCA 63G-2-305(24)]
Private.	Any personnel-related information [UCA 63G-2-302(1)(e), (2)(a)]

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 12644 3
TITLE: Education law seminar records
DATES: 1982-
ARRANGEMENT: Chronological by seminar date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

On an annual basis, the School Law and Legislation section sponsors a seminar on education law in Utah. These files contain the program for each seminar in addition to attendance lists, correspondence related to the seminar, and possibly copies of handouts or similar material distributed at the seminar.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical insight these records provide on educational law and the role this office has played.

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 12644
TITLE: Education law seminar records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Board of Education. Office of Education. School Law and Legislation

SERIES: 29135 3
TITLE: Local Education Agency fee waiver reports
DATES: 1994-
ARRANGEMENT: Chronological.
DESCRIPTION:

These reports are collected from districts and charter schools to verify compliance with state fee waiver laws. The reports include annual certifications of compliance, school fee waiver policies, and current annual fee schedules.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These reports are required per Utah Code 53A-12-103 (2008) and Utah Administrative Code R277-407 (2017).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.