

# Retention and Classification Report

**Agency:** Board of Education. Office of Education. District Computer Services Section (1944)  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

12423	Correspondence
12418	Major purchase authorizations
12419	Pending warrant requests
12417	Purchase authorizations
12487	Staff meeting minutes
13745	Student information system user's manual
12489	Travel expenditures log

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12423

3

**TITLE:** Correspondence

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 43.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12418

3

**TITLE:** Major purchase authorizations

**DATES:** 1990-

**ARRANGEMENT:** Reverse chronological by date of authorization

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the purchase of items in excess of \$2,000. Included are purchase authorization forms (DP-1) and the supporting documentation for each request. The authorization includes the name of the suggested source, the items ordered, and cost of the items.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/23/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12419

3

**TITLE:** Pending warrant requests

**DATES:** 1990-

**ARRANGEMENT:** Reverse chronological by date of warrant

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/23/1993

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 7 years or until vendor's contract is terminated and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12417

3

**TITLE:** Purchase authorizations

**DATES:** 1990-

**ARRANGEMENT:** Reverse chronological by date of authorization

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records consist of purchase authorizations forms (C-8) and the supporting documentation for each request. The authorization includes the name of the vendor, the items ordered, and cost of the items.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/23/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12487

3

**TITLE:** Staff meeting minutes

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

District Computer Services conducts regular staff meetings where minutes are taken. The people present may consist of the section as a whole or of either subsection: Student Information System staff or Financial Information System staff. These minutes document the people present at the meeting, date of meeting, items discussed, and the decisions made or directives issued.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/17/2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 13745

3

**TITLE:** Student information system user's manual

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/03/1994

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. District Computer Services  
Section

**SERIES:** 12489

3

**TITLE:** Travel expenditures log

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/07/1993

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public