

## Retention and Classification Report

**Agency:** Board of Education. Office of Education. Education Equity Section (1946)

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**Records Officer:** \_\_\_\_\_

12822	Annual report on bilingual education
12803	Bilingual education correspondence
12815	Budget book
12808	Coalition of minority advisory committees files
12779	Complaint files
12816	Desegregation assistance proposal
12823	Emergency immigrant grant files
12806	Ethnic artist bank files
12809	Facsimile transmission log
12778	Federal program account book
12820	Major purchase authorizations
12807	Math, Engineering, and Science Achievement program files
10624	Multicultural resource book
12782	National origin discrimination correspondence
12818	Purchase authorizations
12784	Race desegregation correspondence
12780	Sex desegregation correspondence
12811	Staff meeting minutes
12813	Tape library circulation log
12812	Telephone bills
12817	Travel expenditures log
12810	Vendor number log
12821	Warrant requests

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12822

3

**TITLE:** Annual report on bilingual education

**DATES:** 1989-

**ARRANGEMENT:** Chronological by year of issue

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Educational Equity produces an annual report outlining the status of bilingual education in Utah. This report is required to be made by Title IV and provides data about the number of Utah students who are classified as Limited English Proficient or who are incapable of speaking English at all. The report also contains information on the number of students eligible for Title VII funds and the number using the funds. In addition to the state-prepared report, individual reports from each school district are included.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12803

3

**TITLE:** Bilingual education correspondence

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by surname of corresponding employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes the correspondence of Equity personnel concerned with the section's bilingual education programs. The correspondence could be to (or from) anyone, but would generally be with school districts, schools, or the U.S. government.

**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 destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2018.

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12815

3

**TITLE:** Budget book

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder numerical by state-assigned program number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The Division of Finance prepares reports on a monthly basis for each state agency. These reports show the expenditures of Equity on a line-item basis and include the Summary by division (series 83738), Summary by revenue (series 83737), and Summary by vendor (series 84008) reports which are also maintained by Internal Accounting. The records that Educational Equity hold are subject to federal audit.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12815

**TITLE:** Budget book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12808

3

**TITLE:** Coalition of minority advisory committees files

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The Coalition of Minority Advisory Committees (CMAC) is composed of minority individuals from the public and private sectors who are concerned with minority issues and is one of approximately twenty recognized advisory committees which advises the board of education on policy matters. The records contain minutes of CMAC meetings and similar documents.

**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. Office of Education. Education Equity Section

**SERIES:** 12779

3

**TITLE:** Complaint files

**DATES:** i 1988-

**ARRANGEMENT:** Alphabetical by school district name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

The Educational Equity Section is responsible for processing discrimination complaints against district school boards by students or other aggrieved parties. Cases which are not resolved at this level may fall within the jurisdiction of, and be resolved by, the Federal Office of Civil Rights in Denver, Colorado. These files contain the details of complaints filed with the Utah State Office of Education. Included documents are a complaint letter identifying the aggrieved party, the offending party, and the nature of the complaint; a response from the school district; and a disposition of the case.

**RETENTION:**

Retain for 7 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after resolution of case and then destroy.

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12779

**TITLE:** Complaint files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(8) (2008)



**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12816

3

**TITLE:** Desegregation assistance proposal

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Educational Equity receives grants from the federal government to operate programs within Utah, such as the desegregation of students in order to provide everyone a more equitable learning environment. To receive these grants, a triennial grant proposal must be filed with the United States Department of Education. This proposal includes statistics about the agency, its goals, employee job descriptions, a bibliography of agency publications, copies of state forms used in conjunction with federal programs, agency policies, and employee vitae. A request for funding must still be filed for the years in which this major proposal is not required, and is included in this series.

**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 or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of this information. Also, according the 34 CFR 76.730, the records must be kept at least five years before final disposition.

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12816

**TITLE:** Desegregation assistance proposal

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12823

3

**TITLE:** Emergency immigrant grant files

**DATES:** 1986-

**ARRANGEMENT:** Chronological, thereunder alphabetical by school district

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The United States Department of Education has a program of assistance for people classified as emergency immigrants. Specific guidelines must be met to fit this classification, and the program is administered in Utah by Educational Equity. The grants are used by school districts for planning, developing, and evaluating projects to assist the educational needs of immigrants. These files contain requests, which document the number of qualifying students, from school districts for funds and the apportionment of the federal money among those districts which are granted funding.

**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 legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12823

**TITLE:** Emergency immigrant grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12806

3

**TITLE:** Ethnic artist bank files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by artist surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Educational Equity Section oversees a program which provides funding for artists of minority ethnic backgrounds to perform in public schools. This program is mainly supported by federal Chapter 2 funds. These files contain a request from a school board to have an artist perform, approval by the Equity Section of the program, an evaluation of the program by the school, and a copy of the payment made to the school.

**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 legal value(s).

This disposition is based on 34 CFR 76.30, which requires that records of state-administered Department of Education project be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12806

**TITLE:** Ethnic artist bank files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12809

3

**TITLE:** Facsimile transmission log

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This log is maintained in order to have an accurate record of transmittals and acknowledgments of FAXes. The log is maintained in a 3-ring binder and includes copies of the cover sheet sent and the transmittal verification produced by the machine. The record shows the names of the sender and recipient, FAX phone number of the recipient, subject, date, time, success of transmission, and length of document.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**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 2 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12809

**TITLE:** Facsimile transmission log

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12778

3

**TITLE:** Federal program account book

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder numerical by state-assigned program number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records include requests for funds from school districts or other entities which may qualify, a state encumbrance form (Division of Finance C-7) in which the Utah State Office of Education accepts the financial obligation for the approved program, a copy of a bill from the recipient entity after the program or project is complete, and a copy of the warrant issued to pay the bill. The Educational Equity Section is responsible for administering and implementing several federal education programs authorized under the Elementary and Secondary Education Act (P.L. 89-10). Among them are Title IV programs prohibiting discrimination on the bases of (1) race, (2) sex, and (3) national origin. Also, Title VII funds are available for bilingual education programs.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12778

**TITLE:** Federal program account book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12820

3

**TITLE:** Major purchase authorizations

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This record series consists of the Purchase Authorization forms (DP-1) and the supporting documentation for each request. The authorization includes the name of the vendor, the items ordered, and cost of the items. These records are for purchases in excess of \$2,000 in value. Because the purchases are made with federal grant funds, the General Retention Schedule retention of 4 years is not adequate.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12820

**TITLE:** Major purchase authorizations

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12807

3

**TITLE:** Math, Engineering, and Science Achievement program files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by school district, thereunder by school

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

The Math, Engineering, Science Achievement (MESA) Program is designed to encourage women and minorities to enter undergraduate studies in math, engineering, and science. This program is administered at the University of Utah, which is responsible for the official records. The records kept by Educational Equity show the application for funds by local school districts and whether or not funding was authorized.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12807

**TITLE:** Math, Engineering, and Science Achievement program files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 10624

3

**TITLE:** Multicultural resource book

**DATES:** 1989-

**ARRANGEMENT:** Chronological by year of issue

**DESCRIPTION:**

In 1989, Educational Equity produced a multicultural resource book which provided information on multicultural instruction and ideas for multicultural exercises for targeted elementary and junior high schools. The exercises include activities or information to introduce students to minority cultures in the United States or cultures outside the United States, primarily in Latin America and Asia. Annual supplements are also produced, which outline ideas for multicultural education on a month-by-month schedule, tying the activities to dates or events which are significant in other cultures. This series includes the original book and the annual supplements.

**RETENTION:**

Permanent. Retain until completion of publication or report

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**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.

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 10624

**TITLE:** Multicultural resource book

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12782

3

**TITLE:** National origin discrimination correspondence

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by surname of corresponding employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes the correspondence of Equity personnel concerned with the section's national origin desegregation programs. The correspondence could be with anyone, but would generally be with school districts, schools, or the U.S. government.

**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 administrative value(s).

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

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12782

**TITLE:** National origin discrimination correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	Identities of any persons alleged to be harmed by national origin discrimination [UCA 63G-2-302(2)(d) (2008)]
Protected.	Any information which discloses the identity of individuals under investigation for national origin discrimination [UCA 63G-2-305(8)(c) (2008)]

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12818

3

**TITLE:** Purchase authorizations

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This record series consists of the Purchase Authorization 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:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12818

**TITLE:** Purchase authorizations

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12784

3

**TITLE:** Race desegregation correspondence

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by surname of corresponding employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes the correspondence of Equity personnel concerned with the section's race desegregation programs. The correspondence could be with anyone, but would generally be with school districts, schools, or the U.S. government.

**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 administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12784

**TITLE:** Race desegregation correspondence

(continued)

**SECONDARY DESIGNATION(S):**

Private. Identities of any persons alleged to be harmed by racial discrimination [UCA 63G-2-302(2)(d) (2008)]

Protected. Any information which discloses the identity of individuals under investigation for racial discrimination [UCA 63G-2-305(8)(c) (2008)]

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12780

3

**TITLE:** Sex desegregation correspondence

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname of corresponding employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes the correspondence of Equity personnel concerned with the section's sex desegregation programs. The correspondence could be with anyone, but would generally be with school districts, schools, or the U.S. government.

**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 administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12780

**TITLE:** Sex desegregation correspondence

(continued)

**SECONDARY DESIGNATION(S):**

Private. Identities of any persons alleged to be harmed by sexual discrimination [UCA 63G-2-302(2)(d) (2008)]

Protected. Any information which discloses the identity of individuals under investigation for sexual discrimination [UCA 63G-2-305(8)(c) (2008)]



**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12811

3

**TITLE:** Staff meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological by meeting date

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Educational Equity has semi-monthly staff meetings. These minutes document the people present at the meeting, date, items discussed, and the decisions made or directives issued there.

**RETENTION:**

Permanent. Retain for 5 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 5 years and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12813

3

**TITLE:** Tape library circulation log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Educational Equity maintains a library of videotapes which are available for use by educators throughout the state. This log consists of two parts. The first is an inventory of the materials stored in the library. The second part is a log showing materials which have been checked out and by whom.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**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 until materials are superseded or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12813

**TITLE:** Tape library circulation log

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Names of library patrons [UCA 63G-2-302(1)(c) (2008)]

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12812

3

**TITLE:** Telephone bills

**DATES:** 1987-

**ARRANGEMENT:** Chronological by bill date

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records include copies of the phone bills received by Internal Accounting for Educational Equity. Educational Equity receives much of its funding through federal grants, so records of expenditures of these funds are subject to audit by the federal government. Shown are the phone numbers to and from which the calls are made, the date and time of the calls, and the duration of the calls. In addition, the cost codes for the different federal programs are shown to indicate the source of funds used to pay the bills.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12812

**TITLE:** Telephone bills

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12817

3

**TITLE:** Travel expenditures log

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by program name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records include a Request for Approval of Trip form (DF-5), which shows the planned itinerary and the costs of the trip. Supporting documentation, such as conference agenda, are attached. Upon completion of the trip, a DF-5A Reimbursement form is completed. In addition to this documentation on each trip taken by agency employees, the series contains program budget sheets which have been balanced with the travel information. Equity employees each have a corporate credit card which is used to pay for travel and conference expenses. The employee pays this bill and is reimbursed by the agency. These records document the agency payment to the individual employee.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12817

**TITLE:** Travel expenditures log

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Employee's social security number [UCA 63G-2-302(1)(e) (2008)]

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12810

3

**TITLE:** Vendor number log

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Vendor codes are assigned for each vendor with which state agencies deal. This is a copy of the portion of the list for vendors providing goods or services to Educational Equity. This log is maintained since the books issued by Internal Accounting with this information are distributed intermittently and thus will not reflect the newest vendors. The log consists of the vendor number applications filed by the vendors, which shows the vendor name, address, and number.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**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 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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



**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12810

**TITLE:** Vendor number log

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12821

3

**TITLE:** Warrant requests

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series is a compilation of requests for a warrant, indicating the name and number of the vendor, a bill from the vendor, description and cost of items purchased, and accounting information such as the control number, organization code, account, and the signature of the administrator who is to be charged.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**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 destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 76.730, which requires that records of state-administered Department of Education projects be retained for five years "after completion of activity for which the state uses grant or subgrant funds."

**AGENCY:** Board of Education. Office of Education. Education Equity Section

**SERIES:** 12821

**TITLE:** Warrant requests

(continued)

**PRIMARY DESIGNATION:**

Public