Retention and Classification Report

Agency: Utah Education and Telehealth Network (Utah) (2829)

101 Wasatch Drive
Salt Lake City, UT 84112
801-585-3188

Records Officer: _____

20465	Internet access logs
20464	Internet log files for denied requests
22317	Teacher registration and information data

AGENCY: Utah Education and Telehealth Network (Utah)

SERIES: 20465 3
TITLE: Internet access logs
DATES: 1996-
ARRANGEMENT: Chronological
DESCRIPTION:

These logs identify Internet sites that computer users from local school districts have tried to access, including both those approved and denied. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (200 indicates an accepted site and 403 indicates that a request was denied or rejected), size value, and category code.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1998

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 days and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Utah Education and Telehealth Network (Utah)

SERIES: 20465
TITLE: Internet access logs

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Any personal identifiers, including the IP address of the user

AGENCY: Utah Education and Telehealth Network (Utah)

SERIES: 20464 3
TITLE: Internet log files for denied requests
DATES: 1996-
ARRANGEMENT: Chronological
DESCRIPTION:

These logs identify Internet sites that computer users from local school districts have tried to access and which have been denied because of site content. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (403 indicates that a request was denied or rejected), size value, and category code.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1998

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 30 days and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Education and Telehealth Network (Utah)

SERIES: 20464
TITLE: Internet log files for denied requests

(continued)

SECONDARY DESIGNATION(S):

Private. Any personal identifying information, including IP address of user

AGENCY: Utah Education and Telehealth Network (Utah)

SERIES: 22317 3
TITLE: Teacher registration and information data
DATES: 1995-
ARRANGEMENT: Numerical by user identification number alphabetical by user name
DESCRIPTION:

This computer data record identifies teachers who are registered to receive optional Utah Education Network computer services, which include training opportunities, suggested course outlines, lesson plans, and access to periodicals. Information includes names of registered teachers, date of registration, job description, address and other contact information, testing data and grade level the teacher is assigned to.

RETENTION:

Retain for 90 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 90 days after record becomes inactive and then delete.

APPRAISAL:

These records have administrative value(s).