

Retention and Classification Report

Agency: Board of Education. State Charter School Board (3973)

Records Officer: _____

28771 Successful charter school applications and agreements
28810 Unsuccessful charter school applications

AGENCY: Board of Education. State Charter School Board

SERIES: 28771

3

TITLE: Successful charter school applications and agreements

DATES: 1999-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to authorize and promote the establishment of charter schools (Utah Code 53A-1a-501.6(1)(a)(2014)). Records document the approval of charter school applications, and include the final charter agreements, acceptance letters, and the original application which contains a proposed mission statement and academic goals, school governance and employment policy and procedure manuals, and related documents.

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: 03/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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.

Computer data files: Retain in Office until administrative value ended and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are historical as they are considered the only permanent documentation of charter schools and provide context regarding the state's education system.

AGENCY: Board of Education. State Charter School Board

SERIES: 28771

TITLE: Successful charter school applications and agreements

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

Protected. Utah Code 63G-2-305(36)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Board of Education. State Charter School Board

SERIES: 28810

3

TITLE: Unsuccessful charter school applications

DATES: 1999-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to authorize and promote the establishment of charter schools (Utah Code 53A-1a-501.6(1)(a)(2014)). Records document the rejection of charter school applications, and include the denial paperwork, and the original application which contains a proposed mission statement and academic goals, school governance and employment policy and procedure manuals, and related documents.

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: 03/2016

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Board of Education. State Charter School Board

SERIES: 28810

TITLE: Unsuccessful charter school applications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

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