

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Angie Stallings, Associate Superintendent
Policy and Communication

DATE: May 12-13, 2015

DISCUSSION: Board Records Retention

Background:

In recent Audit Committee meetings, members have talked about the risks associated with lack of a policy on records retention and archives issues. Direction was given to look at what needs to exist in relation to a written policy for the Board on archives-related matters.

Board Strategic Plan:

This item supports the following imperative and strategies in the Board's Strategic Plan:
Oversight - Monitor, review, and provide general supervision to all public education institutions and other entities for which the State Board has responsibility.

Anticipated Action:

The Law and Licensing Committee will discuss and provide direction to staff in relation to records retention policies for the Board.

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