

## Retention and Classification Report

**Agency:** Box Elder County School District (Utah) (94)

960 South Main  
Brigham City, UT 84302  
435-734-4800

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

29111	Bear River High School official transcripts
29112	Box Elder High official transcripts
29113	Dale Young Community High official transcripts
01414	Publications
14170	School board minutes
25506	Special education student files

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 29111

3

**TITLE:** Bear River High School official transcripts

**DATES:** 1907-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.

**DESCRIPTION:**

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30, 31 (2015); Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 29112

3

**TITLE:** Box Elder High official transcripts

**DATES:** 1907-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.

**DESCRIPTION:**

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 29113

3

**TITLE:** Dale Young Community High official transcripts

**DATES:** 1907-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.

**DESCRIPTION:**

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 1414

3

**TITLE:** Publications

**DATES:** 1921-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of these diverse records in documenting the achievements, programs and functions of the School District.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 1414

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 14170

3

**TITLE:** School board minutes

**DATES:** 1907-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 25506

3

**TITLE:** Special education student files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300.560-300.577 (1998). They are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, or refuses the services. They contain various reports and completed forms including individual education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services. "All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma, are entitled to a free, appropriate public education." (Utah Code 53A-15-301(1)(a)(2015)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

**RETENTION:**

Retain for 5 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

**AUTHORIZED:** 05-22-2023



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 25506

**TITLE:** Special education student files

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office until graduation and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Exempt 34 CFR 301.562(2008), 34 (CFR 99 (2008)