Retention and Classification Report

Agency: Cache County School District (Utah) (131)

2063 North 1200 East
North Logan, UT 84321
435-752-3925

Records Officer: _____

22316	Audit reports
29499	Budget and finance
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AGENCY: Cache County School District (Utah)

SERIES: 22316 3
TITLE: Audit reports
DATES: 1908-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Cache County School District (Utah)

SERIES: 22316
TITLE: Audit reports

(continued)

authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Cache County School District (Utah)

SERIES: 29499 1
TITLE: Budget and finance
DATES: 2011-
ARRANGEMENT: chronological
DESCRIPTION:

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (Utah Code 53A-19-102 (1995). According to Utah Code 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Cache County School District (Utah)

SERIES: 11965 4
TITLE: Distribution report
DATES: 1980-
ARRANGEMENT: Chronological, thereunder alphabetical by school
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

Monthly paper and computer output microfiche (1991-) report used to monitor program budgets. Received in four sorts, by: program code, function code, account code, and employee's name. Program and function reports used only for reference purposes, payroll register is arranged by location code, employee name report is only alphabetical payroll listing and is used extensively by the office. Includes names of employees, social security numbers, accoutn number, current amount paid, quater-to-date amount paid, calendar year-to-date amount, and fiscal year-to-date amont paid.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in State Records Center for 10 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Cache County School District (Utah)

SERIES: 11965
TITLE: Distribution report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. social security number

AGENCY: Cache County School District (Utah)

SERIES: 30174 3
TITLE: Enrollment records
DATES: 1906-
ARRANGEMENT: Alphabetical by School name, thereunder chronological by school year.
DESCRIPTION:

These records document the enrollment of students within the Cache County School District system. Information may include teacher rolls, student names, birthdates, parents and/or guardians names, and emergency contact information.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are considered historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Cache County School District (Utah)

SERIES: 30174
TITLE: Enrollment records

(continued)

PRIMARY DESIGNATION:

Exempt — Utah Code 63G-2-107(2) (2021)

SECONDARY DESIGNATION(S):

Public. — Utah Code 63G-2-310(1) (208) Records made public after 75 years. 100 Years for minors.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.

AGENCY: Cache County School District (Utah)

SERIES: 11969 4
TITLE: Insurance records
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Reports on health and accident insurance,used as an accounting program and for reference purposes. Contains actual monthly insurance costs for a specific month only, not accumulated. Includes five sections: exception report, alphabetical report, program report, remittance advice report, and journal entry report. Includes employee's name and social security number, name of insurance, policy number, and detail distribution cost to accounting codes.

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: 06/1993

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 office.

AGENCY: Cache County School District (Utah)

SERIES: 11969
TITLE: Insurance records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Cache County School District (Utah)

SERIES: 11967 4
TITLE: Monthly retirement report
DATES: 1970-
ARRANGEMENT: Chronological, thereunder alphabetical by school
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Monthly computer reports sent from the State Retirement Office containing information received from the district, used to verify funds contributed to the State Retirement System. Includes social security number, members name, monthly earnings, earnings subject to retirement, deductions from pay check, contributions by employer for employees, retirement deposits, salary deferred stock fund, salary deferred 401(k) fund, and contribution of employer 401(k)fund.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Cache County School District (Utah)

SERIES: 10552 3
TITLE: Payroll registers
DATES: 1929-
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This computer report is a complete record of the payment of all district employees. It is printed monthly and sometimes more often for special payments. The district is linked to the Office of Educations' computer system. The report has been computerized since 1970. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current gross, gross pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay. In 1991, the report began also to be received on Computer Output Microfiche.

RETENTION:

Retain for 53 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: For records beginning in 1929 through 1992. Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1929 through 1992. Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: For records beginning in 1929 through 1992. Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1992 and continuing to the

AGENCY: Cache County School District (Utah)

SERIES: 10552
TITLE: Payroll registers

(continued)

present. Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Computer output microfiche duplicate: For records beginning in 1991 and continuing to the present. Retain in Office for 53 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district. The Payroll register is the district's only record of payments to its employees. Since they do not maintain a separate Employee Payroll History, the payroll register is maintained longer than the traditional 7 years. The register is essential for retirement purposes.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Cache County School District (Utah)

SERIES: 12014 3
TITLE: Payroll reports
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by school code
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These monthly computer reports document payroll expenditures. They are only used for reference purposes and to create other reports. There are three separate reports. The first is the payroll register totals summary report. It summarizes monthly, quarterly, and annual payroll expenditures. It includes date, location code, totals for hours worked and all deductions for current, monthly, quarterly-to-date, calendar year-to-date, and fiscal year-to-date. The second report is a deduction report listing annual deductions. It includes date, location code, employee name, and deduction amount. The third report is the payroll earning statement register, listing employees who have payroll checks directly deposited to their bank account. It includes location number, bank, earning statement number, bank code, account type, account number, earning statement date, social security number, employee name, and net pay.

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: 07/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Cache County School District (Utah)

SERIES: 12014
TITLE: Payroll reports

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative need expressed by the district.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. summary payroll totals

AGENCY: Cache County School District (Utah)

SERIES: 23812 3
TITLE: Personnel files
DATES: ca. 1950-
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 53 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 53 years or until 3 years after retirement and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Cache County School District (Utah)

SERIES: 23812
TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Public.	UCA 63G-2-301(1)(b)
Protected.	Attorney work produce

AGENCY: Cache County School District (Utah)

SERIES: 29527 1
TITLE: Policies and procedures
DATES: 2016-
ARRANGEMENT: none
DESCRIPTION:

These files contain records related to the issuance of policies and procedures and document their formulation. Includes narrative or statistical reports and studies regarding district or office operations, and related correspondence.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Cache County School District (Utah)

SERIES: 11968 4
TITLE: Retirement exceptions report
DATES: 1985-
ARRANGEMENT: Alphabetical by school
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Reports which list employees not currently flagged for contributions to the retirement system, assists departments in verifying that everyone eligible for retirement has had contributions flagged and deductions made. Lists name, social security number, school location, and gross earnings.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Cache County School District (Utah)

SERIES: 11968
TITLE: Retirement exceptions report

(continued)

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Cache County School District (Utah)

SERIES: 22314 3
TITLE: School board minutes
DATES: 1908-
ARRANGEMENT: Chronological
DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

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.

AGENCY: Cache County School District (Utah)

SERIES: 22314
TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cache County School District (Utah)

SERIES: 12017 3
TITLE: Schools' time and attendance report
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by school code
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Monthly report received by the district payroll office from individual schools regarding the number of hours worked and leave earned and taken by school employees, used to create district payrolls. Includes date; location code; employee name; social security number; regular and extra hours worked; number of hours absent without pay; sick leave, vacation, professional leave, and unrestricted (emergency leave) used and balances; and principal's signature.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

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 district.

AGENCY: Cache County School District (Utah)

SERIES: 12017
TITLE: Schools' time and attendance report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. social security number and leave taken

AGENCY: Cache County School District (Utah)

SERIES: 12013 1
TITLE: Social security tax deduction reports
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by social security number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This quarterly report is created by the Office of Education and sent to the district. It is used to document FICA deductions. The report includes social security number, employee name, year-to-date gross wages, computed FICA, FICA quarterly wages, quarter-to-date FICA, and location code.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: 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 district.

PRIMARY DESIGNATION:

Private

AGENCY: Cache County School District (Utah)

SERIES: 30752 3
TITLE: Special Education student files
DATES: 2023-
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

Special Education file for public schools in Cache County School District. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments, and related records.

RETENTION:

Retain for 5 year(s) after separation

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) (2023)

AGENCY: Cache County School District (Utah)

SERIES: 30752
TITLE: Special Education student files

(continued)

SECONDARY DESIGNATION(S):

Private. FERPA 34 CFR § 99.4 (2024)

AGENCY: Cache County School District (Utah)

SERIES: 12012 3
TITLE: Tax deductions annual reports
DATES: 1970-
ARRANGEMENT: Chronological, thereunder numerical by location code
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Annual computer report created by the Office of Education and sent to the district, reports tax deductions listed on individual employee W-2 forms and is used to verify those amounts. Generated alphabetical by employee name and numerical by location code. The location code reports are distributed to individual schools. Includes name, social security number, gross salary, federal tax, FICA and any deferred amounts.

RETENTION:

Retain for 1 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 month and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Cache County School District (Utah)

SERIES: 12012
TITLE: Tax deductions annual reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Cache County School District (Utah)

SERIES: 11966 4
TITLE: Time and attendance report
DATES: 1970-
ARRANGEMENT: Chronological, thereunder alphabetical by school
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Computer printouts used to provide a record of leave earned and taken, printed monthly except June which is a year end report containing yearly totals of leave taken and earned. Contains the name of employee, social security number, amount of sick, vacation, unrestricted, personal and professional days earned and taken.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

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 district.

PRIMARY DESIGNATION:

Private