

Retention and Classification Report

Agency: Davis School District (Utah) (264)

45 East State Street
P.O. Box 588
Farmington, UT 84025-0588
801-402-5261

Records Officer: _____

11280	Applicant data system
29125	Bountiful High School official transcripts
28955	Bountiful High School special education records
29502	Budget and finance
30853	Clearfield - Pioneer - Anchorage Elementary Schools PTA scra
29126	Clearfield High School official transcripts
28813	Clearfield High School special education records
23147	*Davis High School band recordings
29127	Davis High School official transcripts
28834	Davis High School special education records
30057	*Davis Learning Center Records
28245	Davis School District Workers' Compensation Files
11282	Employment applications
11283	*Equal employment opportunity files
30058	Farmington High School Special Education Records
11293	Human Resources working files
11279	Insurance data system
11291	Insurance files
11288	Job descriptions
11287	Lane change working files
29128	Layton High School official transcripts
28857	Layton High School special education records
11289	Leave of absence requests
11284	Legal case files
29129	Mountain High School official transcripts
28844	Mountain High School special education records
11285	Negotiations files
29130	Northridge High School official transcripts
28842	Northridge High School special education records
29098	Official transcripts

17711	Payroll registers
11277	Personnel data system
11281	Personnel files
29530	Policies and procedures
28814	Policy and procedure case files
25295	Publications
28845	Renaissance Academy special education records
11286	Salary schedules
29462	School board minutes
23696	*Special education itinerant rollbooks
28562	Special education payroll records
18581	Student history records
11290	Substitute teacher files
29131	Syracuse High School official transcripts
28882	Syracuse High School special education records
84300	*Teacher instructional manuals
29132	Viewmont High School official transcripts
28933	Viewmont High School special education records
28909	Vista Education Campus special education records
11292	*Warehouse purchase requisitions
29773	*Washington Elementary special education records
29133	Woods Cross High School official transcripts
28937	Woods Cross High School special education records

AGENCY: Davis School District (Utah)

SERIES: 11280

1

TITLE: Applicant data system

DATES: 1997-

ARRANGEMENT: None

DESCRIPTION:

This system collects and maintains candidate employment application information. It is used to track the applications, allow access to authorized individuals to determine availability of qualified applicants, and provide information to notify unsuccessful candidates. The system includes applicant's name, address, telephone number, position applied for, applicant rating, notes from interview, and Equal Employment Opportunity Commission (EEOC) statistical information.

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:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

Protected. UCA 63G-2-305(4), 63G-2-305(5), 63G-2-305(24), and applicant assessment

AGENCY: Davis School District (Utah)

SERIES: 29125

3

TITLE: Bountiful High School official transcripts

DATES: 1951-

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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

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 40 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).

AGENCY: Davis School District (Utah)

SERIES: 29125

TITLE: Bountiful High School official transcripts

(continued)

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 09/2017.

AGENCY: Davis School District (Utah)

SERIES: 28955

3

TITLE: Bountiful High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the date of birth and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28955

TITLE: Bountiful High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Davis School District (Utah)

SERIES: 29502

1

TITLE: Budget and finance

DATES: 2007-

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 for 10 year(s)

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: Davis School District (Utah)

SERIES: 30853

3

TITLE: Clearfield - Pioneer - Anchorage Elementary Schools PTA scrapbook

DATES: 1949-1964

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

This series contains a scrapbook created by the Parent-Teacher Association to document PTA and school activities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of students, faculty, and PTA members. It also documents the role and activities of the PTA.

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 29126

3

TITLE: Clearfield High School official transcripts

DATES: 1960-

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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

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 40 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 09/2017.

AGENCY: Davis School District (Utah)

SERIES: 28813

3

TITLE: Clearfield High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain until date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until 20 years after the birth of the subject and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28813

TITLE: Clearfield High School special education records

(continued)

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Davis School District (Utah)

SERIES: 23147

3

TITLE: Davis High School band recordings

DATES: 1974.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains a phonograph record from the 1974 Symphonic Band with Gregg I. Hanson conducting.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Phonograph records: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These recordings provide a unique audio sample of a high school band. There are no other extant recordings of school bands in State Archives holdings.

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 29127

3

TITLE: Davis High School official transcripts

DATES: 1914-

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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

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.

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: Davis School District (Utah)

SERIES: 28834

3

TITLE: Davis High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain until date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until 20 years after the birth of the subject and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28834

TITLE: Davis High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Davis School District (Utah)

SERIES: 30057

3

TITLE: Davis Learning Center Records

DATES: 1980-1991.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records were created within a school setting providing special education services from 1980-1991 in Davis School District. The school was closed because a new model for providing services was created. Records may include GED awards, diplomas, adult education status, school credits, attendance, and student demographics.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are considered historical because they retain their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

AGENCY: Davis School District (Utah)

SERIES: 30057

TITLE: Davis Learning Center Records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Davis School District (Utah)

SERIES: 28245

3

TITLE: Davis School District Workers' Compensation Files

DATES: 1994-

ARRANGEMENT: Alphabetical by employee's last name.

DESCRIPTION:

This series documents injuries incurred by a Davis County School District employee as a result of an industrial accident. Records contained in this series are used for investigation purposes and determining benefits awarded to the injured employee. Records contain medical history, litigation documents, and payment history.

RETENTION:

Retain for 60 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

APPRAISAL:

These records have legal value(s).
OSHA Code 1910.1020(d)(1)(i)

AGENCY: Davis School District (Utah)

SERIES: 28245

TITLE: Davis School District Workers' Compensation Files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis School District (Utah)

SERIES: 11282

3

TITLE: Employment applications

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are application forms completed by persons seeking school district employment who were not hired. An applicant may update the application and request it be retained longer. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s) or until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until 1 year after being update and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Davis School District (Utah)

SERIES: 11282

TITLE: Employment applications

(continued)

Protected. 63G-2-305(4), 63G-2-305(5), 63G-2-305(8), 63G-2-305(24), and applicant assessment information

AGENCY: Davis School District (Utah)

SERIES: 11283

1

TITLE: Equal employment opportunity files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These files document the adoption and administration of school district affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Act of 1972. The files include program correspondence, program plans, reports and may include antidiscrimination committee meeting records and reports.

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: Retain in Office for 1 year or until audited and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Davis School District (Utah)

SERIES: 30058

3

TITLE: Farmington High School Special Education Records

DATES: 2000-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records document the agency function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records may include eligibility of student for special education services, provision of services to students, Individual Education Plan (IEP), testing, and assessment records.

RETENTION:

Retain for 5 year(s)

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: 11-05-2019

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.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 30058

TITLE: Farmington High School Special Education Records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Davis School District (Utah)

SERIES: 11293

3

TITLE: Human Resources working files

DATES: 1990-

ARRANGEMENT: Alphabetical by name or subject

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These files are the working files for the Human Resources Department. They are created or received in managing the activities of the department. The files contain a variety of information including correspondence from district contractor (i.e., insurance companies), information on training programs, position classification requests, legal opinions, and notes on employee requests.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected

AGENCY: Davis School District (Utah)

SERIES: 11293

TITLE: Human Resources working files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Davis School District (Utah)

SERIES: 11279

3

TITLE: Insurance data system

DATES: 1997-

ARRANGEMENT: None

DESCRIPTION:

This system documents employees' insurance coverage. It is used to collect data to transfer plan selection and coverage data to the insurance company for enrollment purposes, to calculate premiums owed by the district and its employees, and to assist with claims processing or for reference purposes. The system includes the following employee information: name, social security number, date of birth, insurance plan(s) selected, dependent information, eligibility information, life insurance beneficiary designation, a history of coverage and plans including effective dates.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years after loss of insurance eligibility and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 11279

TITLE: Insurance data system

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. 63G-2-304

AGENCY: Davis School District (Utah)

SERIES: 11291

1

TITLE: Insurance files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are insurance policy contracts between the district and private insurers.

RETENTION:

Retain for 18 month(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 years after expiration of policy and settlement of all claims and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Davis School District (Utah)

SERIES: 11288

3

TITLE: Job descriptions

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are job descriptions for classified and certified positions within the school district. They may include job title, job site, duties, educational requirements, step and salary ranges.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 11287

3

TITLE: Lane change working files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records document requests for lane changes for additional training received. Guidelines have been established providing specific criteria for course acceptance. Prior approval is required for unauthorized classes or seminars. The requests are reviewed by a district committee and are either approved, denied or request additional information. The records include the request, the committee review and decision, and if approved date training completed. These records may be filed in the personnel file.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Lane change records, GRS-1440.

AUTHORIZED: 05-01-1998

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Davis School District (Utah)

SERIES: 29128

3

TITLE: Layton High School official transcripts

DATES: 1966-

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.

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: Davis School District (Utah)

SERIES: 28857

3

TITLE: Layton High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until 20 years after the birth of the subject and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28857

TITLE: Layton High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2016.

AGENCY: Davis School District (Utah)

SERIES: 11289

3

TITLE: Leave of absence requests

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are applications for leave and supporting papers relating to request for, and the approval of taking leave time (vacation, sick, etc.).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

AGENCY: Davis School District (Utah)

SERIES: 11284

3

TITLE: Legal case files

DATES: 1992-

ARRANGEMENT: Alphabetical by employee name or person filing suit or threatening suit

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files document legal action taken or threatened against the district. The information is collected in response to threatened or filed legal action (e.g., subpoena or to draft a legal response). The information is used to respond to requests or support the district's response. The files include committee notes, written complaints, interview notes, attorney communications, and legal responses.

RETENTION:

Retain for 4 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after resolution of situation and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 11284

TITLE: Legal case files

(continued)

PRIMARY DESIGNATION:

Protected

AGENCY: Davis School District (Utah)

SERIES: 29129

3

TITLE: Mountain High School official transcripts

DATES: 1977-

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.

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: Davis School District (Utah)

SERIES: 28844

3

TITLE: Mountain High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, and thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the date of birth and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28844

TITLE: Mountain High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Davis School District (Utah)

SERIES: 11285

3

TITLE: Negotiations files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document wage and benefit negotiations between the district and local labor representatives for both certified and classified employees. They include each proposal and counter-proposal, requests and response, final charge, negotiated agreement and salary and benefit package.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contracts and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Davis School District (Utah)

SERIES: 29130

3

TITLE: Northridge High School official transcripts

DATES: 1992-

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.

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: Davis School District (Utah)

SERIES: 28842

3

TITLE: Northridge High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s)

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the date of birth and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28842

TITLE: Northridge High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Davis School District (Utah)

SERIES: 29098

3

TITLE: Official transcripts

DATES: 1911-

ARRANGEMENT: Alphabetical by student's 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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 20 year(s) after separation

DISPOSITION:

Transfer to Archives.

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.

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.

AGENCY: Davis School District (Utah)

SERIES: 29098

TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt

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

AGENCY: Davis School District (Utah)

SERIES: 17711

3

TITLE: Payroll registers

DATES: 1967-

ARRANGEMENT:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Microfilm master: Retain in Archives for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 17711

TITLE: Payroll registers

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis School District (Utah)

SERIES: 11277

3

TITLE: Personnel data system

DATES: 1997-

ARRANGEMENT: None

DESCRIPTION:

This system documents employment and personal employee information. It is used for referencing basic information on district employees. The system includes employee name, address, date of birth, marital status, employee number, hire date, work assignment, job title, payroll check cycle, position number, and work assignment history.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Davis School District (Utah)

SERIES: 11277

TITLE: Personnel data system

(continued)

SECONDARY DESIGNATION(S):

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

Protected. UCA 63G-2-305(4), 63G-2-305(5), 63G-2-305(8), 63G-2-305(9),
63G-2-305(16), 63G-2-305(17), 63G-2-305(24), 63G-2-305(32)

AGENCY: Davis School District (Utah)

SERIES: 11281

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: None

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 65 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 65 years or until 3 years after retirement and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Davis School District (Utah)

SERIES: 11281

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

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

Controlled

Protected. UCA 63G-2-305(4), 63G-2-305(5), 63G-2-305(8), 63G-2-305(9),
63G-2-305(16), 63G-2-305(17), 63G-2-305(24), 63G-2-305(32), and
application assessment information

AGENCY: Davis School District (Utah)

SERIES: 29530

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 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: Davis School District (Utah)

SERIES: 28814

1

TITLE: Policy and procedure case files

DATES: 1991-

ARRANGEMENT: Numerically by policy number.

DESCRIPTION:

These records support the agency's goal to improve education through a continuous cycle of assessment, reflection, and modification. Records document the formulation and issuance of policies and procedures and include the research data regarding district or office operations, and related correspondence.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 2 years after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Davis School District (Utah)

SERIES: 25295

3

TITLE: Publications

DATES: 1966-

ARRANGEMENT: Chronological by year.

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).
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Davis School District (Utah)

SERIES: 25295

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 28845

3

TITLE: Renaissance Academy special education records

DATES: 1990-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the birth of the subject and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28845

TITLE: Renaissance Academy special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Davis School District (Utah)

SERIES: 11286

3

TITLE: Salary schedules

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the official salary records. They are used to document each individual salary scale and to determine salaries for specific categories of employee. Each schedule includes a printed schedule divided into steps, lanes, and categories indicating specific assigned salaries. Footnotes may explain increases or calculation formulas.

RETENTION:

Retain for 5 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 29462

3

TITLE: School board minutes

DATES: 2013-

ARRANGEMENT: none

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

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:

APPRAISAL:

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

AGENCY: Davis School District (Utah)

SERIES: 23696

1

TITLE: Special education itinerant rollbooks

DATES: 1963-1982.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Davis School District (Utah)

SERIES: 28562

3

TITLE: Special education payroll records

DATES: 2009-

ARRANGEMENT: Chronological by fiscal year

DESCRIPTION:

These records document the hours worked by every federally-funded, contracted or salaried employee, as required by federal law. Hours are calculated on a monthly and annual basis. Documents include Personnel Action Records to document employee contracts, salaries, transfers, and promotions; Payroll Registers to document staff contracts and salaries paid by federal funds; Payroll Time Cards to document staff work hours reported on federally funded salaries/contracts; and Mileage Reimbursement Records to document employee mileage counts and reimbursement costs. The personnel actions records, payroll time registers, time cards, and mileage reimbursements are also used as supporting documents for audits of the use of federal and state funding.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Davis School District (Utah)

SERIES: 28562

TITLE: Special education payroll records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Davis School District (Utah)

SERIES: 18581

3

TITLE: Student history records

DATES: 1953-

ARRANGEMENT: alphabetical by surname, thereunder by date filed

DESCRIPTION:

These records support the agency's administrative function to document student attendance. Records include each student's name, date of birth, parents or guardians, date that student entered and exited the school, and the number of days in attendance. This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

RETENTION:

Permanent. Retain for 20 year(s)

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 20 years after separation and then transfer to State Archives with authority to weed.

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

APPRAISAL:

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

These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

AGENCY: Davis School District (Utah)

SERIES: 18581

TITLE: Student history records

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Davis School District (Utah)

SERIES: 11290

3

TITLE: Substitute teacher files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document persons eligible to be hired as substitute teachers. They include an application form, fingerprints and criminal history check, some transcripts (or other verification of credit hours), and a record of previous substitute teaching.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Substitute teacher files, GRS-1436.

AUTHORIZED: 05-01-1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after termination as a substitute and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

Controlled

Protected. UCA 63G-2-305(4), 63G-2-305(8), 63G-2-305(9), 63G-2-305(16), 63G-2-305(17), 63G-2-305(24), 63G-2-305(32)

AGENCY: Davis School District (Utah)

SERIES: 29131

3

TITLE: Syracuse High School official transcripts

DATES: 2007-

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.

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: Davis School District (Utah)

SERIES: 28882

3

TITLE: Syracuse High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain until date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 19 years after the date of birth and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28882

TITLE: Syracuse High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Davis School District (Utah)

SERIES: 84300

3

TITLE: Teacher instructional manuals

DATES: i 1966.

ARRANGEMENT: Chronological

DESCRIPTION:

The Teacher Instructional Manuals series contains basic instructional guides for elementary and secondary school teacher use. The Davis School District produced these handbooks to assist its teachers in special, educational instruction outside of the fundamentals of English, math and reading instruction. Topics include citizenship, politics, geography, art, science, etc. as well as ideas for the children's direct participation and various outlines for approaching the respective subjects. HOLDINGS: 1966.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1966 through 1966. Retain in State Archives permanently with authority to weed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Davis School District (Utah)

SERIES: 29132

3

TITLE: Viewmont High School official transcripts

DATES: 1964-

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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

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.

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: Davis School District (Utah)

SERIES: 28933

3

TITLE: Viewmont High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, and thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 19 years after the date of birth of the subject and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28933

TITLE: Viewmont High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Davis School District (Utah)

SERIES: 28909

3

TITLE: Vista Education Campus special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, and thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the date of birth and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28909

TITLE: Vista Education Campus special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Davis School District (Utah)

SERIES: 11292

1

TITLE: Warehouse purchase requisitions

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are accounting requests from school or department for goods purchased or services rendered.

RETENTION:

Retain for 3 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: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis School District (Utah)

SERIES: 29773

3

TITLE: Washington Elementary special education records

DATES: 1994-2011.

ARRANGEMENT: Chronological thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document the eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 5 year(s) after separation or for 27 year(s)

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 26 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Retention is based on requirements specified in 34 CFR 300.562 (2019).

AGENCY: Davis School District (Utah)

SERIES: 29773

TITLE: Washington Elementary special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2019); Utah Code 63G-2-201(3)(b)(2019)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Davis School District (Utah)

SERIES: 29133

3

TITLE: Woods Cross High School official transcripts

DATES: 1900-

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. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Records Center. Retain in State Records Center for 35 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).

AGENCY: Davis School District (Utah)

SERIES: 29133

TITLE: Woods Cross High School official transcripts

(continued)

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 09/2017.

AGENCY: Davis School District (Utah)

SERIES: 28937

3

TITLE: Woods Cross High School special education records

DATES: 1990-

ARRANGEMENT: Chronological by birth year, and thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 27 year(s) after date of birth

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after the date of birth of the subject and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis School District (Utah)

SERIES: 28937

TITLE: Woods Cross High School special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.