

Retention and Classification Report

Agency: Emery County School District (Utah) (340)

120 North Main Street
P.O. Box 120
Huntington, UT 84528
435-687-9846

Records Officer: _____

25727	*Account Book
30373	*Attendance and enrollment term report cards
30375	*Attendance register for Utah teachers
29504	Budget and finance
81798	*Castle Dale school board minutes
30377	*Emery county school district administrative records
30378	*Emery county school district annual reports
30374	*Faculty absence card
30388	*Historical financial ledger sampling
29531	Policy and procedure
29532	Policy and procedure
17707	School board minutes
30371	*School board report of school population
30369	*School census records
30376	*School register
30528	*School trustees' annual financial report
30468	*Student Employment Records
30370	*Student school census cards
30372	*Teacher personnel cards
30532	*Trustees' account books

AGENCY: Emery County School District (Utah)

SERIES: 25727

3

TITLE: Account Book

DATES: 1915-1919.

ARRANGEMENT: Alphabetical by school, thereunder by type of expense, thereunder by date
DESCRIPTION:

This account book itemizes school district expenses for several years in the early 20th century. Account items are listed for each school and include such things as male teacher's salaries, female teacher's salaries, janitor's salaries, school supplies, and text books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

APPRAISAL:

These records have historical value(s).

This account books provides information about the expenses of the district and about school employees salaries for 1915-1919.

PRIMARY DESIGNATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 30373

3

TITLE: Attendance and enrollment term report cards

DATES: 1934-1951.

ARRANGEMENT: chronologically by year, secondarily by city name

DESCRIPTION:

Term attendance report cards were mailed to the superintendent.
May include city of school, date reported, school term, grade level, enrollment number, average daily attendance, number tardy, student withdrawals, and principal signature.

RETENTION:

Permanent. Retain for 5 year(s) or until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Attendance rolls, GRS-1036.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Public

AGENCY: Emery County School District (Utah)

SERIES: 30373

TITLE: Attendance and enrollment term report cards

(continued)

SECONDARY DESIGNATION(S):

Public.

Public

AGENCY: Emery County School District (Utah)

SERIES: 30375

3

TITLE: Attendance register for Utah teachers

DATES: 1973-1975.

ARRANGEMENT: Chronological. Secondly by teacher name.

DESCRIPTION:

These are created by instructors to track class or activity attendance and retained for administrative use. May contain teacher name, school name, class name, list of students, dates attended, assignment grades, and final marks.

RETENTION:

Permanent. Retain for 1 year(s) or until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Attendance rolls, GRS-1036.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Public.

AGENCY: Emery County School District (Utah)

SERIES: 30375

TITLE: Attendance register for Utah teachers

(continued)

SECONDARY DESIGNATION(S):

Private.

Private.

AGENCY: Emery County School District (Utah)

SERIES: 29504

1

TITLE: Budget and finance

DATES: 2017-

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: Emery County School District (Utah)

SERIES: 81798

3

TITLE: Castle Dale school board minutes

DATES: 1903-1915.

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 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 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 authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 30377

3

TITLE: Emery county school district administrative records

DATES: 1917-1963.

ARRANGEMENT:

DESCRIPTION:

Administrative historical records sampling. Contains: Agriculture education program reports 1949-1950; official security bond 1917, 1918-1920, 1941; school board oaths of office 1960, 1963; high school enrollment report 1935; state equalization report undated; Utah power and light agreement 1961-1962; blank transportation route sheet undated, board of education minutes of meeting 1931; administrative correspondence 1952; updated teacher information; drafted minute meetings 1917-1918; and janitor job description 1917-1918; bonds from 1967-1980.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Emery County School District (Utah)

SERIES: 30377

TITLE: Emery county school district administrative records

(continued)

PRIMARY DESIGNATION:

Public

Public.

SECONDARY DESIGNATION(S):

Private.

Utah Code 63G-2-302(2)(a)(d)

AGENCY: Emery County School District (Utah)

SERIES: 30378

3

TITLE: Emery county school district annual reports

DATES: 1904-1940.

ARRANGEMENT:

DESCRIPTION:

Financial operations reports for a fiscal year and other annual reports. Includes: teacher annual report for Huntington high school 1913; Huntington no. 5 trustees annual reports, principal annual reports 1904-1914; school trustees annual financial reports 1913; audit reports 1915-1921; annual financial reports 1921-1924, 1925-1931, 1933, 1935-1940.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 30374

3

TITLE: Faculty absence card

DATES: 1936-1937.

ARRANGEMENT: Chronological.

DESCRIPTION:

Teacher and faculty attendance cards document the date(s) of a teacher's work absence. May include the city of the school, date, name of faculty absent, substitute teacher name, reason for absence, and signature of principal. Cards were mailed to the superintendent and have the post office date stamp.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Public.

AGENCY: Emery County School District (Utah)

SERIES: 30388

3

TITLE: Historical financial ledger sampling

DATES: 1901-1972.

ARRANGEMENT:

DESCRIPTION:

Summaries showing receipts and disbursements of each department or school. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries. Sampling includes: monthly trial balance ledger, warrant and voucher ledger, budgets, bill warrants, payroll, trustees' account book, check book, cash book, bus expense book, figuring book, and rent book.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School general ledgers, GRS-1316.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 29531

1

TITLE: Policy and procedure

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: Emery County School District (Utah)

SERIES: 29532

1

TITLE: Policy and procedure

DATES: 1988-

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 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, fiscal, and/or legal value(s).

AGENCY: Emery County School District (Utah)

SERIES: 17707

3

TITLE: School board minutes

DATES: 1888-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Emery County School District (Utah)

SERIES: 30371

3

TITLE: School board report of school population

DATES: 1913-1918.

ARRANGEMENT: chronological by year, secondarily by city

DESCRIPTION:

School district board's annual report of school population.
Information may include city, address, student name, age, race,
whether a student could read and write, and school enrollment.
The school board used these to identify school age children
within the district in a given year.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family history cards (census cards), GRS-1391.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State
Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the
people and communities of our state.

PRIMARY DESIGNATION:

Public

Public

AGENCY: Emery County School District (Utah)

SERIES: 30369

3

TITLE: School census records

DATES: 1921-1974.

ARRANGEMENT: Chronological.

DESCRIPTION:

These school census records document surveys undertaken of families residing within the school district. These surveys were used as an official accounting of children living within the school district boundaries for planning purposes. These records include information such as date; parents' surnames; children's names, sex, ages, and schools they attended.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family history cards (census cards), GRS-1391.

AUTHORIZED: 05-12-2021

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).

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

AGENCY: Emery County School District (Utah)

SERIES: 30369

TITLE: School census records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Emery County School District (Utah)

SERIES: 30376

3

TITLE: School register

DATES: 1908-1909.

ARRANGEMENT:

DESCRIPTION:

These records capture information to verify a student was enrolled in a particular school and document their attendance, course study, and grades. May contain school name and location, teacher name, student names, parent names, student age, year enrolled, grade level or course study, attendance record, grades, and scholarship record.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student enrollment and registration, GRS-1501.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Emery County School District (Utah)

SERIES: 30376

TITLE: School register

(continued)

PRIMARY DESIGNATION:

Public

Public.

AGENCY: Emery County School District (Utah)

SERIES: 30528

3

TITLE: School trustees' annual financial report

DATES: 1904-1913.

ARRANGEMENT:

DESCRIPTION:

These records contain annual financial reports for the district of Emery County. Each report contains information on one school. The report may contain the balance at the beginning of the school year, a breakdown of expenses, and the total expense incurred throughout the school year.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Emery County School District (Utah)

SERIES: 30528

TITLE: School trustees' annual financial report

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (4)

AGENCY: Emery County School District (Utah)

SERIES: 30468

3

TITLE: Student Employment Records

DATES: 1969-1971.

ARRANGEMENT: By Date.

DESCRIPTION:

This series contains regular employment certificates for students. The records include the students name, address, age, birthdate, birthplace, and place of employment.

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 Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public 63G-2-201(2)

AGENCY: Emery County School District (Utah)

SERIES: 30468

TITLE: Student Employment Records

(continued)

SECONDARY DESIGNATION(S):

Public

AGENCY: Emery County School District (Utah)

SERIES: 30370

3

TITLE: Student school census cards

DATES: 1921.

ARRANGEMENT: chronological by year

DESCRIPTION:

These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during 1921 and were used as an official accounting of children living within the school district boundaries for planning purposes. Includes parent and student names, student birth date, address and grade completed.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family history cards (census cards), GRS-1391.

AUTHORIZED: 05-12-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Emery County School District (Utah)

SERIES: 30370

TITLE: Student school census cards

(continued)

PRIMARY DESIGNATION:

Public

Public

AGENCY: Emery County School District (Utah)

SERIES: 30372

3

TITLE: Teacher personnel cards

DATES: 1934-1936.

ARRANGEMENT: chronological by year of employment, secondarily by name of school

DESCRIPTION:

Used to update status of teacher employment. May include the names of individuals hired, their position, location of work, education qualifications, training and certification, experience, personal efficiency card, date of birth, marital status, sex, height and weight, and salary. The district regularly updated the personnel cards.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Personnel report, GRS-1443.

AUTHORIZED: 06-12-2018

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).
Contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Emery County School District (Utah)

SERIES: 30372

TITLE: Teacher personnel cards

(continued)

PRIMARY DESIGNATION:

Public

Public

SECONDARY DESIGNATION(S):

Private.

Utah Code 63G-2-302(2)(a)

AGENCY: Emery County School District (Utah)

SERIES: 30532

3

TITLE: Trustees' account books

DATES: 1901-1915.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This record series contains two Trustees' Account Books for Emery School District. Records include receipts and disbursements from 1901-1915.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

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 for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2) (j)