Retention and Classification Report

Agency: Juab County School District (Utah) (559)

346 East 600 North
Nephi, UT 84648
435-623-1940

Records Officer: _____

29509	Budget and finance
29536	Policy and procedure
25296	Publications
29465	School board minutes

AGENCY: Juab County School District (Utah)

SERIES: 29509 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 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: Juab County School District (Utah)

SERIES: 29536 1
TITLE: Policy and procedure
DATES: 2014-
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: Juab County School District (Utah)

SERIES: 25296 3
TITLE: Publications
DATES: 1970-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Juab school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Holdings include "A Study of the Instructional and Organizational Program. . ." (1970)

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: Juab County School District (Utah)

SERIES: 25296
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Juab County School District (Utah)

SERIES: 29465 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).