

Retention and Classification Report

Agency: Kane County School District (Utah) (565)

746 South 175 East
Kanab, UT 84741
435-644-2555

Records Officer: _____

24258	Annual audit
29510	Budget and finance
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24252	School board minutes
24256	*Superintendent's annual reports
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27661	*Valley High School yearbook

AGENCY: Kane County School District (Utah)

SERIES: 24258

3

TITLE: Annual audit

DATES: 1922-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Kane County School District (Utah)

SERIES: 24258

TITLE: Annual audit

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Kane County School District (Utah)

SERIES: 29510

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: Kane County School District (Utah)

SERIES: 29537

1

TITLE: Policy and procedure

DATES: 2017-

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: Kane County School District (Utah)

SERIES: 24253

1

TITLE: School Board correspondence

DATES: 1915-1917.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These records are business-related correspondence that provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Kane County School District (Utah)

SERIES: 24252

3

TITLE: School board minutes

DATES: 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:

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kane County School District (Utah)

SERIES: 24252

TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Kane County School District (Utah)

SERIES: 24256

1

TITLE: Superintendent's annual reports

DATES: 1933-1951.

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on both the financial affairs and district student enrollment created by the School Superintendent and submitted to the School Board and the Utah Superintendent of Public Instruction. These reports include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Kane County School District (Utah)

SERIES: 24257

3

TITLE: Teacher's annual reports

DATES: 1951-1953.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are the handwritten reports of individual school teachers in the Kane County School District for two school years (1951-1952, 1952-1953). They include the school year, name of teacher and school, and summary report of year's activities. Some reports include individual student evaluations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the records documenting the performance of individuals schools and classes in Kane County.

PRIMARY DESIGNATION:

Private

AGENCY: Kane County School District (Utah)

SERIES: 27661

3

TITLE: Valley High School yearbook

DATES: 1966.

ARRANGEMENT: Chronological

DESCRIPTION:

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

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.

APPRAISAL:

These records have historical value(s).

Yearbooks provide historical information on the students, faculty and activities of a school.

PRIMARY DESIGNATION:

Public