

Retention and Classification Report

Agency: Logan School District (Utah) (595)

101 West Center Street
Logan, UT 84321
435-755-2301

Records Officer: _____

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AGENCY: Logan School District (Utah)

SERIES: 22406

3

TITLE: Administrative records

DATES: 1876; 1885-1890; 1901-1931; 1941-1944.

ARRANGEMENT: None

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records document the development of the Logan City School District. They contain various types of records, but consist largely of records documenting the purchase of property (e.g., contracts, agreements, deeds, warranty deeds) and the bidding process for the construction of school buildings. They also include correspondence (i.e., an 1876 letter from a teacher complaining on not getting paid); information on school board members (i.e., oaths of office); school census statistics (1922); annual financial reports (1886-1890, 1917-1924); workman's compensation policies (1931); etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 22313

3

TITLE: Audit reports

DATES: 1917-

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 master: Retain in State Archives permanently.

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

AGENCY: Logan School District (Utah)

SERIES: 22313

TITLE: Audit reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

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

AGENCY: Logan School District (Utah)

SERIES: 29511

1

TITLE: Budget and finance

DATES: 2014-

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: Logan School District (Utah)

SERIES: 22972

1

TITLE: Financial journals

DATES: 1885-1950.

ARRANGEMENT: Chronological

DESCRIPTION:

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 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.

AGENCY: Logan School District (Utah)

SERIES: 22973

1

TITLE: General ledgers

DATES: 1880-1919.

ARRANGEMENT: Chronological.

DESCRIPTION:

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 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.

AGENCY: Logan School District (Utah)

SERIES: 23202

1

TITLE: Letterbook

DATES: 1902-1907.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This letterbook records written by the Logan School District.

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.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 22974

1

TITLE: Minutes of the Examining Board and Teacher's Certificates

DATES: 1908-1930.

ARRANGEMENT: Chronological.

DESCRIPTION:

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.

AGENCY: Logan School District (Utah)

SERIES: 27240

3

TITLE: Personnel records

DATES: 1930-

ARRANGEMENT: Chronological by estimated last year of employment, thereunder alphabetical

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are the personnel files for all 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)

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 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Personnel files are kept for administrative purposes.

AGENCY: Logan School District (Utah)

SERIES: 27240

TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Logan School District (Utah)

SERIES: 29538

1

TITLE: Policy and procedure

DATES: 1991-

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: Logan School District (Utah)

SERIES: 1821

3

TITLE: Publications

DATES: 1930-1959.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are publications of the Logan City School District. They include the following: Annual report (1930-31); Annual audit (1951, 1952, 1953); Audit of the Logan Junior High (1953); Report of the paraprofessional helpers in a language arts program at Logan City High School (1959)(2 copies); Logan Senior High -- Use of Professionals in a language arts program (1958); Logan Looks at Her Schools: Report of the survey of the Logan City Public Schools (1951) (2 copies).

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).

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

PRIMARY DESIGNATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 28907

3

TITLE: Roll books

DATES: 1919-2004.

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

This series contains roll books for various elementary schools in the district, along with adult education rolls in the later years.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the tracking of students in the school district.

PRIMARY DESIGNATION:

Private Records containing personal information regarding minors, including academic evaluations are considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Exempt. Access to educational records is restricted in accordance with the provisions of the federal Family Educational Rights and Privacy Act (FERPA).
Public. Records of minors under the age of 21 years are considered to be public 100 years after their creation. (Utah Code 63G-2-310)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: Logan School District (Utah)

SERIES: 22312

3

TITLE: School board minutes

DATES: 1872-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Logan School District (Utah)

SERIES: 22312

TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 25519

3

TITLE: Special education student files

DATES: 1997-

ARRANGEMENT: Chronological by student's last date of service, thereunder alphabetical by student's surname

DESCRIPTION:

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300.560-300.577 (2003). The records are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, or refuses the services. They contain various reports and completed forms including individual education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services.

RETENTION:

Retain for 6 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 05-22-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after last date of special education received and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Logan School District (Utah)

SERIES: 25519

TITLE: Special education student files

(continued)

APPRAISAL:

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

This disposition is based on the legal requirements specified in 34 CFR 300.562 (2004) and the recommendations of the State Office of Education. A student can receive special education services until the age of twenty-one.

PRIMARY DESIGNATION:

Exempt 34 CFR 300.562 (2008); 34 CFR 99 (2008)

AGENCY: Logan School District (Utah)

SERIES: 26563

3

TITLE: Student cumulative files

DATES: 2002-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called student cumulative cards.

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 Education performance and testing, GRS-1503.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided official transcript has been pulled and retained.

APPRAISAL:

These records have administrative value(s).

AGENCY: Logan School District (Utah)

SERIES: 26563

TITLE: Student cumulative files

(continued)

PRIMARY DESIGNATION:

Exempt

Family Educational Rights and Privacy Act 20 U.S.C.1232g (2008); 34 CFR part 99 (2008)