

Retention and Classification Report

Agency: Murray City School District (Utah) (681)

147 East 5065 South
Murray, UT 84107
801-264-7400

Records Officer: _____

30142	24th School District record
00703	Accounts payable report
17292	Annual public school enrollment report
30094	Artifacts
28770	Board of Education meeting minutes
29514	Budget and finance
00690	Distribution reports
00707	Fixed asset report
00705	General journal report
30091	Historical financial records
30079	Index to board minutes
30090	Liberty School Registers of Attendance
00688	Monthly financial reports
00692	Monthly retirement report
10075	Official transcripts
00593	Pay record
07052	Payroll records
84750	Payroll registers
21972	Personnel records
29541	Policy and procedure
00704	Prior payment report
30097	Proof of Publication
00691	Receipt register report
30083	School year record books
13747	Student membership report
30099	Superintendent photographs
00689	Transaction summary report by program
00702	Void check register

AGENCY: Murray City School District (Utah)

SERIES: 30142

3

TITLE: 24th School District record

DATES: 1885-1894; 1904-1905

ARRANGEMENT: Generally chronological by school year.

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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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 State Archives permanently with authority to weed.

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as specific documentation of the operation of 24th School District and broader representative documentation of the operation of district school throughout the state prior to school consolidations in the early 20th century.

AGENCY: Murray City School District (Utah)

SERIES: 30142

TITLE: 24th School District record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 703

3

TITLE: Accounts payable report

DATES: 1875-

ARRANGEMENT: Numerical by check or purchase order number.

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This report lists the payment of district bills. It is used for accounting and auditing purposes. The report includes the check or purchase order number, date, vendor number, item description, date of purchase order, invoice number, fund code, location number, program code, date of purchase order, amount of invoice and discount and amount. In 1971, the report was computerized and in 1978 the report was placed on Computer Output Microfiche. It is printed three times per month.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: For records beginning in 1875 through 1906. Retain in Office for 5 years and then transfer to State Archives.

Paper: For records beginning in 1906 through 1978. Retain in Office for 7 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 7 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 7 years and then destroy.

AGENCY: Murray City School District (Utah)

SERIES: 703

TITLE: Accounts payable report

(continued)

APPRAISAL:

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

This retention is based on the administrative and fiscal needs expressed by the District's Business Official. The first volume of accounts payable is retained permanently because it was created prior to the creation of the district and represents one of the original County School Districts. It is retained for historical purposes.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 17292

1

TITLE: Annual public school enrollment report

DATES: 1995-

ARRANGEMENT: Chronological, thereunder numerical by school code

DESCRIPTION:

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION:

Retain for 5 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 until verified and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district.

AGENCY: Murray City School District (Utah)

SERIES: 17292

TITLE: Annual public school enrollment report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 30094

3

TITLE: Artifacts

DATES: ca. 1933-2000

ARRANGEMENT: None.

DESCRIPTION:

These artifacts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity. Governmental entities work with the Division of Archives to ensure that these historical objects are properly documented and preserved. (Utah Code 63A-12-103(10)(2016))

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has some permanent historical value as tangible evidence of district officials and as a representative example of older technology commonly used by government entities.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 28770

3

TITLE: Board of Education meeting minutes

DATES: 1905-

ARRANGEMENT: Chronological by meeting date.

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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

RETENTION:

Permanent. Retain for 1 year(s)

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 or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This appraisal is based on the historical value of documenting the evolution of the agency decision making.

AGENCY: Murray City School District (Utah)

SERIES: 28770

TITLE: Board of Education meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Murray City School District (Utah)

SERIES: 29514

1

TITLE: Budget and finance

DATES: 2013-

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: Murray City School District (Utah)

SERIES: 690

3

TITLE: Distribution reports

DATES: 1978-

ARRANGEMENT: Alphabetical by name and numerical by account number.

ANNUAL ACCUMULATION: 40.00 fiche.

DESCRIPTION:

This monthly computer printout monitors program budgets. The report comes in two sections: an alphabetical listing by employee's name and numerical by account code. Both reports include the following information: names of employees, social security numbers, account number, current amount paid, total paid month to date, quarter to date amount paid, and fiscal year year-to-date amount paid.

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: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 week and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based on fiscal needs expressed by the district's payroll director. These reports are audited.

AGENCY: Murray City School District (Utah)

SERIES: 690

TITLE: Distribution reports

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 707

3

TITLE: Fixed asset report

DATES: 1985-

ARRANGEMENT: None.

ANNUAL ACCUMULATION: 5.00 fiche.

DESCRIPTION:

This is a computer report on all district fixed assets (equipment, buildings, and sites). Two reports are printed. One is a mid-year report which is distributed to all school principals. The other report is a year-end report. The both reports includes asset description, cost, serial number, model, manufacturer, reference number, quantity, year and month purchased, and location (room, building, and site).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This retention is based on the administrative and the fiscal needs expressed by district's Business Official.

AGENCY: Murray City School District (Utah)

SERIES: 707

TITLE: Fixed asset report

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 705

3

TITLE: General journal report

DATES: 1978-

ARRANGEMENT: Numerical by journal number.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This monthly computer report is a register of journal entries containing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry. Each monthly printout supersedes the previous report. The year-end report is received annually on computer output microfiche after the end of the fiscal year.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until Computer microfiche has been received and then destroy.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

AGENCY: Murray City School District (Utah)

SERIES: 705

TITLE: General journal report

(continued)

APPRAISAL:

These records have fiscal value(s).

This retention is based on the administrative needs expressed by the district's Business Official.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 30091

3

TITLE: Historical financial records

DATES: 1903-1971

ARRANGEMENT: Generally chronological by record date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative documentation of the financial management of the school district. Many of the records are of the type that in modern form would not be considered permanent, but because these have survived and are the only evidence of district finances from the time period, they are deemed to have permanent value.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 30079

3

TITLE: Index to board minutes

DATES: 1905-1908

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, technological system data, and related information. Record destruction files, including destruction logs, are not included in this schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1905 through 1908. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1908 and continuing to the present. Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The book in this series has permanent historical value as documentation of the operation of the school board and as tool for accessing records of permanent historical value.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 30090

3

TITLE: Liberty School Registers of Attendance

DATES: 1948-1951

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

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 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of students who attended the school and of school operations.

PRIMARY DESIGNATION:

Private Information in this series about individuals under the age of 21, including birth dates and academic evaluations, are considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Murray City School District (Utah)

SERIES: 688

3

TITLE: Monthly financial reports

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by account number.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This computer report is printed monthly and is a summary of the district financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, and includes balance sheet account and revenues (local, state, and federal). The report includes detail of account number, description number, description, current month expenditures/receipts, budget, year to date expenditures/receipts, and budget balance.

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: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Murray City School District (Utah)

SERIES: 688

TITLE: Monthly financial reports

(continued)

APPRAISAL:

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

This retention is based on the administrative and financial needs expressed by the district's Business Official.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 692

3

TITLE: Monthly retirement report

DATES: 1984-

ARRANGEMENT: Numerical by location code, thereunder alphabetical by name.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This is a monthly computer report on information sent to the State Retirement Office. It is used to verify funds contributed to the State retirement system. It includes social security number, members name, monthly earnings, earnings subject to retirement, deductions from pay check, contributions by employer for employee, retirement deposits, salary deferred stock fund, salary deferred 401(k) fund, and contribution of employer 401(k) fund.

RETENTION:

Retain for 1 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then destroy.

APPRAISAL:

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

This retention is based on the administrative needs and fiscal needs expressed by the district's business official.

AGENCY: Murray City School District (Utah)

SERIES: 692

TITLE: Monthly retirement report

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 10075

3

TITLE: Official transcripts

DATES: ca. 1905-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

RETENTION:

Retain permanently

DISPOSITION:

May 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Murray City School District (Utah)

SERIES: 10075

TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Murray City School District (Utah)

SERIES: 593

1

TITLE: Pay record

DATES: 1972-

ARRANGEMENT: Numerical by check number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This computer report is a history of all issued handwritten special payroll checks by the district. It is printed monthly and usually a short list of twelve checks or less. It includes check number, social security number, account number, deductions, name of payee, gross pay, net pay, and computer generated journal entries for monthly payroll totals.

RETENTION:

Retain for 53 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 month after being microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the district's Business Official. Since the District pay record supplements the Payroll Register it should be retained for the same length as the register. the Payroll register. Since the district does not have a separate Employee Payroll History.

AGENCY: Murray City School District (Utah)

SERIES: 593

TITLE: Pay record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 7052

3

TITLE: Payroll records

DATES: 1906-

ARRANGEMENT: Alphanumerical by name and school

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:

Paper: Retain in Office for 65 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

AGENCY: Murray City School District (Utah)

SERIES: 7052

TITLE: Payroll records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Murray City School District (Utah)

SERIES: 84750

3

TITLE: Payroll registers

DATES: 1896-

ARRANGEMENT: Numerical by location code, thereunder alphabetical by name

DESCRIPTION:

This computer printout is a complete record of the payment of all district employees. It is printed semi-monthly and sometimes more often for special payments. Classified employees are paid semi-weekly and certified employees are paid monthly. The district is on the Office of Education computer system. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current gross, gross pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay.

RETENTION:

Retain for 53 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 53 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office for 1 month and then destroy.

AGENCY: Murray City School District (Utah)

SERIES: 84750

TITLE: Payroll registers

(continued)

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the district's Business Official. The Payroll Register is the district's only record of payments to its employees. Since they do not maintain a separate Employee Payroll History, the payroll register is maintained longer than the traditional 7 years. The register is essential for retirement purposes.

PRIMARY DESIGNATION:

Private

AGENCY: Murray City School District (Utah)

SERIES: 21972

3

TITLE: Personnel records

DATES: 1906-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

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)

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 3 years after death or retirement or until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years and then delete.

AGENCY: Murray City School District (Utah)

SERIES: 21972

TITLE: Personnel records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Murray City School District (Utah)

SERIES: 29541

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 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: Murray City School District (Utah)

SERIES: 704

3

TITLE: Prior payment report

DATES: 1984-

ARRANGEMENT: Numerical by vendor number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district's Business Official.

AGENCY: Murray City School District (Utah)

SERIES: 704

TITLE: Prior payment report

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 30097

3

TITLE: Proof of Publication

DATES: 1952

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1952 through 1952. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative examples of the procedure used by school districts to document compliance with legal notice requirements.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 691

3

TITLE: Receipt register report

DATES: 1978-

ARRANGEMENT: Numerical by receipt number.

ANNUAL ACCUMULATION: 2.00 fiche.

DESCRIPTION:

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

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: 03/1990

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This retention reflects the previously approved School District Records Retention Schedule (1986) and the fiscal needs expressed by the district's Business Official.

AGENCY: Murray City School District (Utah)

SERIES: 691

TITLE: Receipt register report

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 30083

3

TITLE: School year record books

DATES: 1905-1925

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

This series contains a run of bound volumes used to record various aspects of school operations for each school year. The information was recorded and the school-district level and covers all schools in the district. Books from the earlier years contains such information as the school year schedule, lists of supplies and textbooks for each school, daily class program for each teacher in the district, and weekly attendance statistics by teacher. The books also include exam questions for each grade in various subjects, including arithmetic, language, geography, spelling, and history.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of school administration and curriculum content in the early years of the school district.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 13747

1

TITLE: Student membership report

DATES: 1994-

ARRANGEMENT: Chronological, thereunder numerical by school code

ANNUAL ACCUMULATION: 2.00 fiche.

DESCRIPTION:

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION:

Retain for 5 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 5 years and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district.

AGENCY: Murray City School District (Utah)

SERIES: 13747

TITLE: Student membership report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 30099

3

TITLE: Superintendent photographs

DATES: 1905-2011

ARRANGEMENT: Chronological by years served.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Digital image: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the individuals who have served as executives of the school district.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah)

SERIES: 689

3

TITLE: Transaction summary report by program

DATES: 1978-

ARRANGEMENT: Chronological, thereunder numerical by code.

DESCRIPTION:

This monthly computer report lists all district financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in Office for 10 years or until superseded and then destroy.

Computer output microfiche duplicate: Retain in Office for 10 years or until superseded and then destroy.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the district's Business Official.

AGENCY: Murray City School District (Utah)

SERIES: 689

TITLE: Transaction summary report by program

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Murray City School District (Utah)

SERIES: 702

3

TITLE: Void check register

DATES: 1980-

ARRANGEMENT: Numerical by vendor number.

ANNUAL ACCUMULATION: 4.00 fiche.

DESCRIPTION:

This is a monthly computer report of voided accounts payable checks. It is used for verification purposes. The report includes vendor number, check number, date, name, regular hours, regular amount, overtime hours, overpayment, location code, and gross pay.

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: 03/1990

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This retention is based on the previously approved School District General Records Retention Schedule (1986) and the administrative needs expressed by the district's Business Official.

AGENCY: Murray City School District (Utah)

SERIES: 702

TITLE: Void check register

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.