

## Retention and Classification Report

**Agency:** Provo City School District (Utah) (808)

280 West 940 North  
Provo, UT 84604  
801-374-4800

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Provo City School District (Utah)

**SERIES:** 7423

1

**TITLE:** Accounts payable

**DATES:** 1987-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:** 30.00 cubic feet.

**DESCRIPTION:**

these are records used to pay school districts bills. These files consist of a copy of the checks, invoices, purchase orders, receiving reports and requisitions.

**RETENTION:**

Retain for 4 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 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 1820

3

**TITLE:** Administrative records

**DATES:** 1933-1963

**ARRANGEMENT:** Generally chronological.

**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:**

These records are in Archives' permanent custody.

**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 documentation of the administration of a variety of school district operations.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83027

3

**TITLE:** Audit reports

**DATES:** 1940-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 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.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83027

**TITLE:** Audit reports

(continued)

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

**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:** Provo City School District (Utah)

**SERIES:** 28999

3

**TITLE:** Building plans

**DATES:** ca. 1930-

**ARRANGEMENT:** Alphabetically by school name, thereunder by plan date.

**DESCRIPTION:**

These are the final plans and specifications for approved and constructed district buildings.

**RETENTION:**

Permanent. Retain until disposition of asset

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until building is complete and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until building is complete and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of facilities constructed and used by the district over time.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 28999

**TITLE:** Building plans

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-301

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26647

3

**TITLE:** District injury reports

**DATES:** 1999-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains injury reports related to both students and employees. These reports are used for documenting injury cases for both risk management purposes as well as worker compensation purposes.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student and patron injury records, GRS-1386.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b); 63G-2-302(1)(h)



**AGENCY:** Provo City School District (Utah)

**SERIES:** 84449

3

**TITLE:** Elementary and middle school non-transferred student files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by student's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the files of elementary and middle school students who attended school in the Provo School District, but have moved from the district without having their files transferred. These files contain: schools and years attended, classes attended, copies of report cards, health records, and test scores. It is the policy of the district when a student transfers from kindergarten through eighth grade that the student's file is sent to the new district. For high school students only a copy of the file is sent.

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after student leaves district and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs of the district and reflect a previously approved policy of the Provo School Board.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84449

**TITLE:** Elementary and middle school non-transferred student files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 30212

3

**TITLE:** Graduation photograph

**DATES:** ca. 1917

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The photo in this series has permanent historical value as visual documentation of graduation exercises, as well as students, faculty, and administrators.

**PRIMARY DESIGNATION:**

Public                      Utah code 63G-2-301

**AGENCY:** Provo City School District (Utah)

**SERIES:** 6366

3

**TITLE:** Minute books

**DATES:** 1882-

**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:**

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 6366

**TITLE:** Minute books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26646

3

**TITLE:** Monthly financial reports

**DATES:** 2006-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84671

3

**TITLE:** Official transcripts

**DATES:** 1920-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: For records beginning in 1998 and continuing to the

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84671

**TITLE:** Official transcripts

(continued)

present. Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

**APPRAISAL:**

These records have administrative value(s).

This transcript is critical for verification purposes not only for both admission to college and employment purposes, but also, for students who have not graduated, for readmission to high school. It has potential for educational research.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Provo City School District (Utah)

**SERIES:** 19885

3

**TITLE:** Parkview School and miscellaneous official transcripts

**DATES:** ca. 1978-1996

**ARRANGEMENT:** Alphabetical by student name.

**DESCRIPTION:**

Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

**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 for 40 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**PRIMARY DESIGNATION:**

Exempt Access to the records in this series is controlled by the federal Family Educational Rights and Privacy Act (FERPA). Access is permitted only to the subject of the record.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 29545

1

**TITLE:** Policy and procedure

**DATES:** 2013-

**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:** Provo City School District (Utah)

**SERIES:** 25275

3

**TITLE:** Publications

**DATES:** 1929-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**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:** Provo City School District (Utah)

**SERIES:** 25275

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 29475

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).

**AGENCY:** Provo City School District (Utah)

**SERIES:** 30129

3

**TITLE:** Scrapbooks

**DATES:** 1948-1966

**ARRANGEMENT:** Generally chronological.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**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 summary documentation of the activities and issues of the school district.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83037

3

**TITLE:** Special education student records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by name of student

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

**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 Special education student records, GRS-1476.

**AUTHORIZED:** 11-05-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after Graduation from High School and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years after graduation and then destroy.

Microfilm duplicate: Retain in Office for 3 years after graduation and then destroy.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83037

**TITLE:** Special education student records

(continued)

Microfilm duplicate: Retain in Archives for 3 years after graduation and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Provo City School District (Utah)

**SERIES:** 84669

3

**TITLE:** Student attendance class rolls

**DATES:** 1920-

**ARRANGEMENT:** Alphabetical by name of school and teacher

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These are the class rolls maintained by each teacher in Provo School District. They are used to record student attendance. The rolls contain teacher's name, names of students, name of school and class, entry date, exit date, days of absence, and sometimes grades.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs of the district. It was determined the rolls were only needed for statistical reports and could be destroyed after their administrative value has passed. The district believes the class rolls and transcripts cover the same years, but there may be a few rolls which precede the creation of transcripts.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84669

**TITLE:** Student attendance class rolls

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84670

3

**TITLE:** Student cumulative record

**DATES:** 1987-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of student

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain information on students attending school in the Provo School District. They contain the copies of achievement test scores, copies of report cards, health records, and immunization cards.

**RETENTION:**

Retain for 1 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after graduation and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office. The transcript is the permanent part of the student record. Other records in the file are only needed while the student is enrolled in classes. The immunization card is transferred to the County Health Department to verify information on their computer system and then destroyed. Other items should be destroyed one year after student has graduated.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84670

**TITLE:** Student cumulative record

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84790

3

**TITLE:** Teachers' personnel files

**DATES:** 1900-

**ARRANGEMENT:** Alphabetical by name of teacher

**DESCRIPTION:**

These are the official personnel files for all teachers employed by the Provo School District. They are used to document employment in the district and for retirement purposes. They contain: the employment application, teachers' certification, health records, employee evaluations, personnel data, and other pertinent data.

**RETENTION:**

Retain for 25 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after termination and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 25 years after termination and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the Section and reflects the previously approved retention for State agencies. This retention shortens the previous approved retention of 56 years in the School District General Records Retention Schedule.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84791

3

**TITLE:** University teacher recommendation packets

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are packets sent by universities on potential employees that have made application to teach in the Provo School District. They are used in the hiring process. They include: recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, statements from cooperating and university supervisors.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after hiring process and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office. These files are only needed by the district for the hiring process and only until teacher establishes an employment history with the district. If the qualifications of a teacher were questioned after the two years an additional copy could be obtained from the university.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84791

**TITLE:** University teacher recommendation packets

(continued)

**PRIMARY DESIGNATION:**

Protected