Retention and Classification Report

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

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

Records Officer: _____

07423	Accounts payable
01820	Administrative records
83027	Audit reports
28999	Building plans
26647	District injury reports
84449	Elementary and middle school non-transferred student files
06366	Minute books
26646	Monthly financial reports
84671	Official transcripts
19885	Parkview School and miscellaneous official transcripts
29545	Policy and procedure
25275	Publications
29475	School board minutes
30129	Scrapbooks
83037	Special education student records
84669	Student attendance class rolls
84670	Student cumulative record
84790	Teachers' personnel files
84791	University teacher recommendation packets

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: 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:

This series contains scrapbooks created by the district to document work of the district and educational issues of concern at the time. The bulk of the content is newspaper clippings, with articles about such things as school board meetings, bond elections, progress on new school buildings, programs at various schools, staffing assignments, and broader educational issues. The scrapbooks also include some other materials, such as photos, flyers, and programs. A few references suggest that the scrapbooks were compiled by Stella H. Oaks, who worked in the school district offices.

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: 05-22-2023

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 transfe rred 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 thathave 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