

Retention and Classification Report

Agency: South Summit School District (Utah) (1123)

285 East 400 South
Kamas, UT 84036
435-783-4301

Records Officer: _____

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AGENCY: South Summit School District (Utah)

SERIES: 1811

3

TITLE: Audit reports

DATES: 1914-1972

ARRANGEMENT: Chronological by audit period.

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

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports verify financial activity in the agency. 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.

AGENCY: South Summit School District (Utah)

SERIES: 1811

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

63G-2-201(2)

AGENCY: South Summit School District (Utah)

SERIES: 29477

3

TITLE: Board minutes

DATES: 1915-

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 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:

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

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

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

APPRAISAL:

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

This series has permanent historical value as documentation of the issues discussed and decisions made at the highest level of the school district.

AGENCY: South Summit School District (Utah)

SERIES: 29477

TITLE: Board minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: South Summit School District (Utah)

SERIES: 30443

3

TITLE: Class registers

DATES: 1910-1915; 1921-1924; 1931-1932; 1942-1943.

ARRANGEMENT: Chronologically by school year, thereunder alphabetical by school or teacher name.

DESCRIPTION:

These are created by instructors to track class or activity attendance. Records are from various school in South Summit School District.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 Office permanently or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are have permanent historical value as documentation of students attending schools in the district and of school procedure in documenting student activity.

AGENCY: South Summit School District (Utah)

SERIES: 30443

TITLE: Class registers

(continued)

PRIMARY DESIGNATION:

Public

Information about minors under the age of 21 is considered public after 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Private.

Information about minors under the age of 21 is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: South Summit School District (Utah)

SERIES: 4481

3

TITLE: Financial records

DATES: 1923-1957.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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.

AGENCY: South Summit School District (Utah)

SERIES: 26738

3

TITLE: Investigation case files

DATES: 2008-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9), 63G-2-305(10), 63G-2-305(11)

AGENCY: South Summit School District (Utah)

SERIES: 30406

3

TITLE: Miscellaneous administrative records

DATES: 1951-2011

ARRANGEMENT: Roughly chronological.

DESCRIPTION:

These historical records are compiled by the school district. They were created in the process of establishing to school district and describe the school district's beginnings and developments. Records may include bond records, Singer-Swapp records, and school consolidation reports.

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 School histories, GRS-1551.

AUTHORIZED: 12-17-2018

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).

The records in this series have permanent historical value as documentation of administration of various aspects of education in the school district.

AGENCY: South Summit School District (Utah)

SERIES: 30406

TITLE: Miscellaneous administrative records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2019)

SECONDARY DESIGNATION(S):

Private. Records relating to the education of the Singer-Swapp family may be regarded as private because they deal with the welfare of minors. Utah Code 63G-2-310

AGENCY: South Summit School District (Utah)

SERIES: 23827

1

TITLE: Personnel files

DATES: 1960-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION:

Retain for 65 year(s) or until separation

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 65 years or until 2 years after retirement and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Controlled

Protected.

attorney work product, collective bargaining strategies, settlement negotiations

AGENCY: South Summit School District (Utah)

SERIES: 29550

1

TITLE: Policy and procedure

DATES: 2010-

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: South Summit School District (Utah)

SERIES: 30386

3

TITLE: Student history records

DATES: 1914-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records includes student's name, date of birth, parents or guardians, date student entered and exited the school, and the number of days in attendance. May contain grades, attendance record, course study, name of teacher, and school name.

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 Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Exempt 20 U.S.C. Secs. 1232g and 1232h

AGENCY: South Summit School District (Utah)

SERIES: 30386

TITLE: Student history records

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 53E-9-202 (1999)

Public

AGENCY: South Summit School District (Utah)

SERIES: 30111

3

TITLE: Student transcripts

DATES: 1913-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These are the official transcripts of students who attended school in South Summit School District. They document the educational achievements and grades of each student.

RETENTION:

Retain permanently

DISPOSITION:

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as documentation of students who attended high school in the school district.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-310 (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: South Summit School District (Utah)

SERIES: 3937

3

TITLE: Warrant registers

DATES: 1915-1921.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

PRIMARY DESIGNATION:

Public