

## Retention and Classification Report

**Agency:** Tintic School District (Utah) (1158)

545 East Main Street  
P.O. Box 210  
Eureka, UT 84628  
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**Records Officer:** \_\_\_\_\_

01813	Audit reports
29478	School board minutes

**AGENCY:** Tintic School District (Utah)

**SERIES:** 1813

3

**TITLE:** Audit reports

**DATES:** 1939-1953

**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:**

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 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 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:** Tintic School District (Utah)

**SERIES:** 1813

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tintic School District (Utah)

**SERIES:** 29478

3

**TITLE:** School board minutes

**DATES:** 2017-

**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).