

Retention and Classification Report

Agency: Uintah County School District (Utah) (1235)

635 West 200 South
Vernal, UT 84078
435-781-3100

Records Officer: _____

29524	Budget and finance
26605	Official transcripts
19678	Payroll registers
26333	Personnel records
29551	Policy and procedures
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20528	Uintah High School class registers

AGENCY: Uintah County School District (Utah)

SERIES: 29524

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: Uintah County School District (Utah)

SERIES: 26605

3

TITLE: Official transcripts

DATES: 1920-

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:

Permanent. Retain for 60 year(s)

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 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Microfiche duplicate: For records beginning in 1920 through 1960. Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County School District (Utah)

SERIES: 26605

TITLE: Official transcripts

(continued)

Digital image: Retain in Office until administrative need ends.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Uintah County School District (Utah)

SERIES: 19678

3

TITLE: Payroll registers

DATES: 1976-

ARRANGEMENT: Numerical by school identification number and thereunder alphabetical by surname.

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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Uintah County School District (Utah)

SERIES: 19678

TITLE: Payroll registers

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2015)

SECONDARY DESIGNATION(S):

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

AGENCY: Uintah County School District (Utah)

SERIES: 26333

1

TITLE: Personnel records

DATES: 1987-

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)

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 microfilmed and then destroy provided microfilm has passed inspection.

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

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)(2008)

AGENCY: Uintah County School District (Utah)

SERIES: 26333

TITLE: Personnel records

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-201(1)(b)

AGENCY: Uintah County School District (Utah)

SERIES: 29551

1

TITLE: Policy and procedures

DATES: 1998-

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: Uintah County School District (Utah)

SERIES: 25279

3

TITLE: Publications

DATES: 1967-

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: Uintah County School District (Utah)

SERIES: 25279

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County School District (Utah)

SERIES: 19680

3

TITLE: School board minutes

DATES: 1914-

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:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

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

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

AGENCY: Uintah County School District (Utah)

SERIES: 19680

TITLE: School board minutes

(continued)

APPRAISAL:

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County School District (Utah)

SERIES: 20528

3

TITLE: Uintah High School class registers

DATES: 1891-

ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher, thereunder by semester.

DESCRIPTION:

Attendance records for Uintah High School in Vernal.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

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: For records prior to and including 1990. Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

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

This series documents the operation of the Uintah Stake Academy, its transition to a public high school, and the subsequent operation of the Uintah High School.

AGENCY: Uintah County School District (Utah)

SERIES: 20528

TITLE: Uintah High School class registers

(continued)

PRIMARY DESIGNATION:

Private

This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY DESIGNATION(S):

Public.

Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)