

Retention and Classification Report

Agency: Weber County School District (Utah) (1306)

5320 Adams Ave. Parkway
Ogden, UT 84405
801-476-7800

Records Officer: _____

01817	*Administrative records
30630	Personnel files
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28982	Special education records
13439	Student records
13440	*Student registration forms
30230	Weber High School student newspaper
30229	Weber High School yearbooks

AGENCY: Weber School District (Utah)

SERIES: 1817

3

TITLE: Administrative records

DATES: 1869-1903; 1940-1969.

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.

AGENCY: Weber School District (Utah)

SERIES: 30630

3

TITLE: Personnel files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Personnel records document the application, hiring, cumulative salary, and employment with Weber school district. Records include all records necessary to calculate benefits and retirement for Utah Retirement Systems.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(b)(2020)

AGENCY: Weber School District (Utah)

SERIES: 30630

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g)(2023)

AGENCY: Weber School District (Utah)

SERIES: 25283

3

TITLE: Publications

DATES: 1959-

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: Weber School District (Utah)

SERIES: 25283

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber School District (Utah)

SERIES: 1313

3

TITLE: Resource unit manuals

DATES: undated

ARRANGEMENT: Numerical by volume number

DESCRIPTION:

Holdings: vols. 1-9

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Weber School District (Utah)

SERIES: 29481

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).

AGENCY: Weber School District (Utah)

SERIES: 28982

3

TITLE: Special education records

DATES: 1977-

ARRANGEMENT: Chronological by graduation or transfer, thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 5 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 until separation and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 5 years after separation and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Weber School District (Utah)

SERIES: 28982

TITLE: Special education records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2015)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: Weber School District (Utah)

SERIES: 13439

3

TITLE: Student records

DATES: 1977-

ARRANGEMENT: alphabetical by surname.

DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Weber School District (Utah)

SERIES: 13440

3

TITLE: Student registration forms

DATES: 1986-1987.

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Microfilm master: Retain in Archives for 5 years after graduation and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after graduation and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Weber School District (Utah)

SERIES: 30230

3

TITLE: Weber High School student newspaper

DATES: 1952

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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.

APPRAISAL:

These records have historical value(s).

Records in this series have permanent historical value as documentation of life and activities at the school.

PRIMARY DESIGNATION:

Public

AGENCY: Weber School District (Utah)

SERIES: 30229

3

TITLE: Weber High School yearbooks

DATES: 1950-1952

ARRANGEMENT: Chronological by publication year.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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.

APPRAISAL:

These records have historical value(s).

The books in this series have permanent historical value as documentation of student life and school activities. It also has value in documenting students who attended the school.

PRIMARY DESIGNATION:

Public