

## Retention and Classification Report

**Agency:** Washington County School District (Utah) (1324)

121 West Tabernacle  
St. George, UT 84770  
435-673-3553

**Records Officer:** \_\_\_\_\_

24579	Annual financial statements and audits
17490	Payroll registers
29553	Policy and procedure
25284	Publications
24578	School board minutes
30133	School class photographs
10241	Special education student files
29721	Student records

**AGENCY:** Washington County School District (Utah)

**SERIES:** 24579

3

**TITLE:** Annual financial statements and audits

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**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:**

Retain permanently

**DISPOSITION:**

May 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 after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Washington County School District (Utah)

**SERIES:** 24579

**TITLE:** Annual financial statements and audits

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington County School District (Utah)

**SERIES:** 17490

1

**TITLE:** Payroll registers

**DATES:** ca. 1915-

**ARRANGEMENT:** Chronological, thereunder alphabetical by school

**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:**

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 Archives for 65 years and then destroy.

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

**AGENCY:** Washington County School District (Utah)

**SERIES:** 17490

**TITLE:** Payroll registers

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Washington County School District (Utah)

**SERIES:** 29553

1

**TITLE:** Policy and procedure

**DATES:** 2004-

**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:** Washington County School District (Utah)

**SERIES:** 25284

3

**TITLE:** Publications

**DATES:** 1958-

**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.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington County School District (Utah)

**SERIES:** 24578

3

**TITLE:** School board minutes

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

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 master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.



**AGENCY:** Washington County School District (Utah)

**SERIES:** 24578

**TITLE:** School board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington County School District (Utah)

**SERIES:** 30133

3

**TITLE:** School class photographs

**DATES:** 2005-2006

**ARRANGEMENT:** Alphabetical by school name.

**DESCRIPTION:**

T These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**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:**

Photographs: 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 students and staff at the schools.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Washington County School District (Utah)

**SERIES:** 10241

3

**TITLE:** Special education student files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by student's surname

**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 75 year(s)

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

**AGENCY:** Washington County School District (Utah)

**SERIES:** 10241

**TITLE:** Special education student files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Washington County School District (Utah)

**SERIES:** 29721

3

**TITLE:** Student records

**DATES:** 1968-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the official records of students used to document graduation and to verify class attendance. Information includes student identifying information and related records.

**RETENTION:**

Permanent. Retain for 40 year(s)

**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 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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

**AGENCY:** Washington County School District (Utah)

**SERIES:** 29721

**TITLE:** Student records

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.