

Retention and Classification Report

Agency: Davis County School District (Utah). Bountiful Elementary School (1652)

1620 South 50 West
Bountiful, UT 84010
801-402-1350

Records Officer: _____

85210	*Attendance rolls
85203	Monthly school report
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AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85210

3

TITLE: Attendance rolls

DATES: 1963-1984.

ARRANGEMENT: Chronological, thereunder alphabetical by name of teacher

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher at Bountiful Elementary School. They are used to record student attendance. The rolls contain teacher's name, names of school, class and room number, list of students, sex, grade, entry code, exit code, days present, and sometimes grades. In 1984, the Davis County School District automated attendance rolls and discontinued the use of class rolls.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school district. The school has closed and these records are obsolete and should be destroyed.

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85203

3

TITLE: Monthly school report

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the agency copies of monthly reports submitted to the district office on the usage of school buildings by non-school organizations. They include dates, name of school, name of organization, date, total amount paid, amount, due to date, rent, custodian, amount paid during previous month (rent, custodian, any miscellaneous expenses), and the signatures of the principal and custodian.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school district staff. These are only copies. The record copy is maintained by the district office.

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85209

3

TITLE: Payroll printouts

DATES: 1967-

ARRANGEMENT: Chronological, thereunder numerical by code number

DESCRIPTION:

These are computer printouts of payroll. From 1967 to 1978, the computer printout only included the budget number, employee number, and school number with additional information added by hand. This information included name of employee, pay code, position (title number), dates of absences, and remarks or specific reasons for absences. After 1978 the printout included account number, name of employee, pay code, check group, remarks, payroll date, days in period, absence dates, remarks, total number of hours, and signature of principal.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the district's staff. The district office maintains the record copy of all payroll records. These are only convenience copies.

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85206

3

TITLE: Pupil transfer certificates

DATES: 1967-1968.

ARRANGEMENT: Alphabetical by name of student

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This is a pink copy of a three-part form completed for students transferring to another school. They are used to notify school of the transfer and to verify the transfer of the student's records. The white copy goes with the student, the yellow to the district office, and the pink copy to the school. They include name of student, sex, date and place of birth, current address, new address, date of transfer, name of new school, name of parent(s) or guardian(s), name of current principal, total days present, total days absent, number of school days, and remarks. This form is no longer used by the district.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is obsolete and should be destroyed.

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85202

3

TITLE: Student testing files

DATES: 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the results of test scores from the Stanford Achievement Test. This test is given to kindergarten, third, fourth, fifth and sixth grades. They contain a district summary sheet, teacher level sheet by grade, a three-part administrators report (frequency distribution, range of scores, quartile of school.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85207

3

TITLE: Summer employee payroll sheets

DATES: 1966-1967.

ARRANGEMENT: none

DESCRIPTION:

This is a time sheet form completed by the school's summer employees. It is used to record the number of hours worked and vacation and sick time taken for payroll purposes. It includes name of school, name of employee, hours worked, vacation and sick leave hours taken, total hours, and the principal's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the School District General Records Retention Schedule (1986).

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85204

3

TITLE: Teachers summer address lists

DATES: [ca. 1965]-1966.

ARRANGEMENT: none

DESCRIPTION:

These are lists of teachers' addresses. They are used to contact teachers during the summer and to mail their paychecks. They include name of teacher, mailing address, and any additional address, if check was to other address.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until school year begins and then destroy.

APPRAISAL:

These records have administrative value(s).
These records are obsolete and should be destroyed.

AGENCY: Davis County School District (Utah). Bountiful Elementary School

SERIES: 85208

3

TITLE: Timesheet cards

DATES: 1967-

ARRANGEMENT: Alphabetical by name of employee

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These time sheets document the number of hours worked by classified employees. They include employee's name, occupation, pay period (dates covered), social security number, signatures of employee and principal or supervisor, plus a calendar listing actual dates worked, days of week, and number of hours worked on a card. There is room for five weeks information on a card.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention reflects the provisions of the School District General Records Retention Schedule (1986).