

Retention and Classification Report

Agency: Davis County School District (Utah). Hill Field Elementary School (2410)

389 South 1000 East
Clearfield, UT 84015
801-402-2350

Records Officer: _____

10121	Absentee tally
10122	Administrative subject records
10124	Attendance summary report
10127	Bank statements
10128	Chapter I student records
10129	Daily sales report
10131	Lunch participation report
10132	Lunch tally
10126	Medication administration authorizations
10133	Military leave request
10137	Monthly fee collection report
10134	Monthly lunch report
10135	Monthly receipt listing report
10138	Payroll sheet
10141	Photograph albums
10139	Prescribed medication record
10140	Purchase orders and requisition records
10142	School facilities requests
10143	Special education student files
10147	Student injury report
10148	Student lunch card
10144	Student records
10174	Student registration cards
10179	Student withdrawal records
10175	Teachers' personnel records
10176	Textbook ordering records
10177	Time cards
10178	Weekly bulletin

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10121

3

TITLE: Absentee tally

DATES: 1959-

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a form completed daily, by each teacher, to report absent students. It is picked up each each morning and taken to the school's office by a sixth grader. This form is used to create a list used by volunteers to call parents. It includes the teacher's name, date, list of students absent, and any comments.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until absences are verified and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10122

3

TITLE: Administrative subject records

DATES: 1979-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are subject files maintained for reference purposes. They maintain a variety of information including newspaper clippings, reports, completed forms, flyers, instructions, reports, brochures, and district memoranda.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10124

3

TITLE: Attendance summary report

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a computer report on student attendance generated at the end of each term by the school secretary from data entered throughout the term. It is used for reference purposes. The year end report lists attendance for all four terms and totals for the school year. It includes report date and time, student's name and number, sex, term number, and number of days absent and present. As a new term report is generated, the previous term's report is destroyed. The year-end report is maintained until the end of the fall term.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10127

3

TITLE: Bank statements

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly statements showing the amount of money deposited to the school's bank account. They are used for accounting purposes. They include date, bank's name, total deposits and withdrawals, and cash balances (with interest on daily bank balances).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10128

3

TITLE: Chapter I student records

DATES: 1987-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are student files for those participating in the Chapter I program. This federal program is designed to help children who have been tested below grade level in reading and math (34^CFR^204.10^(1991)). The files include copies of the California Achievement Test and the Stanford Achievement Test; a list of students who qualify for Chapter I, student's ethnic background, sex, birth date, and percentile score in reading and arithmetic.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until end of school year and then forward to district office.

APPRAISAL:

These records have administrative value(s).

This disposition is based on Davis County School District Policy. The district retains these records in accordance with 34 CFR 204.10 (1991). Educational agencies are required "to maintain records of the amount and disposition of all Chapter I funds including records that show the share of the cost provided from non-Chapter I sources. To maintain other records that are needed to facilitate an effective audit" and to "maintain evaluation data collected under Chapter I for 5 years or until all audit findings have been resolved."

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10128

TITLE: Chapter I student records

(continued)

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10129

3

TITLE: Daily sales report

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This computer report documents the daily collection of lunch money. This report records deposits made to the lunch fund. It includes the student's name, identification number, type of receipt, amount received, account balance, total refunds, and total student sales.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10131

3

TITLE: Lunch participation report

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by student or teacher number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This computer report records individual participation in the school's lunch program. The information is retained on-line for three months and then report is printed. This report includes date and time, teacher or student number, teacher's or student's name, date, transactional type, and amount.

RETENTION:

Retain for 3 month(s) or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until beginning of next school year and then destroy.

Computer data files: Retain in Office for 3 months or until report printed and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10132

3

TITLE: Lunch tally

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This form is completed daily by each teacher to report lunch count. Each morning all tallies are picked up and taken to the lunch room by a sixth grader. It is used for planning purposes. The form includes the number of students having lunch, teacher's name, grade, date, adults, and milk count.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until information is tallied and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10126

3

TITLE: Medication administration authorizations

DATES: 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by student name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This form authorizes school personnel to administer medication during the school day. This signed form with the prescription bottle indicating current dosage must be presented to the school before any medications may be dispensed. According, to UCA^{52A-11-601}(1)⁽¹⁹⁹¹⁾ "a public or private school .[^].[^] may provide for the administration of medication to any student of the school." "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule" (UCA^{53A-11-601}(b)⁽¹⁹⁹¹⁾). This form includes the student's name, birth date, address, parent's/guardian's name and telephone numbers (work and home), grade level, classroom teacher, medical personnel statement completed by physician or dentist including name, professional title, address, name and type of medication, dosage/amount to be given, frequency/times to be administered, duration/length of time medication is anticipated to be needed, method of administration, anticipated reaction to medication (symptoms, side effects), physician's signature indicating position, parent's/guardian signature and date requesting the administration of medication.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10126

TITLE: Medication administration authorizations

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after student leaves elementary school and then destroy.

APPRAISAL:

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

This disposition is based the advice of the attorneys from the State Office of Education.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10133

3

TITLE: Military leave request

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are forms completed by school employees requesting leave to serve on active duty in military reserve units or the national guard. These requests are approved at the district office. They include days of leave, employee signature, principal, school/department, approval signature of district, pay voucher received, payroll date effective, and amount.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10137

3

TITLE: Monthly fee collection report

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a monthly report on all fees collected and is used for accounting purposes. The report includes the school's name, month and year, fees collected per student (e.g., textbooks, student body activity, athletic, library, activity and transportation) number of students, total amount transferred to district, refund percent, total amount retained by school, totals, principal's signature, and date.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10134

3

TITLE: Monthly lunch report

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a monthly report of all meals (lunch and breakfast) served by the school's lunch program. Copies of the report are submitted to the district's accounting office. The reports include date, daily number of meals paid, number of reduced meals served, number of fee meals served, number of reimbursed meals, total meals served to children, and number of meals served to adults, paid meals, cooks, total meals, total enrollment, monthly totals, and total dollar values.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school. This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10135

3

TITLE: Monthly receipt listing report

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by receipt number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This computer report lists all receipts issued by the school. All receipts are issued through the district's computer system. It is used for reference purposes. This report included date, receipt number, payee's name, amount, and account.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10138

3

TITLE: Payroll sheet

DATES: 1959-

ARRANGEMENT: Alphabetical by employee's surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This computer report is generated from time cards kept by the school for classified, certified, committee, and substitute employees. The carbon copy of the report is maintained by the individual school, while the original is sent to the district payroll office. When the school receives the report, it includes the employee's name, social security number, and account number; pay code, pay type, check group, sick leave balance, vacation balance, and authorized rate. The school adds the number of days absent, vacation taken, leave without pay taken, a list of days absent, and any necessary explanations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10141

3

TITLE: Photograph albums

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are albums containing photographs taken annually of the school's students and teachers. They document the school's student body.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until school's closure and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the administrative needs expressed by the school and the historical value of the records.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10139

3

TITLE: Prescribed medication record

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This log documents the dispensing of approved medication to students during school hours in accordance with UCA^{53A-11-601(1)(a)(iv)^(1991)}. It includes child's name, date, and initials of school personnel administering medication.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after student leaves elementary school and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the advise of the attorneys from the State Office of Education.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10140

3

TITLE: Purchase orders and requisition records

DATES: 1959-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid. The district maintains the information on-line for three years and then dumps it to Computer Output microfilm.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10142

3

TITLE: School facilities requests

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a district form completed by persons or organizations requesting the use of school buildings. It is used to obtain approvals for school rentals. If approval is granted then a contract is signed between parties. The form includes date, school name, address, phone number, individual's name, organization representing, address, home and business telephone numbers, facilities requested, date, hours, cost estimate, listing of additional services, supervision, sound, lights, stage, custodian, cleaning, total, applicant's signature, and approving signature.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school. The school district maintains the record copy.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10143

3

TITLE: Special education student files

DATES: 1980-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These individual case files document student's enrolled in district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300.563 (1991)).

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until student leaves school and then transfer to district office.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the Davis County School District's policies. The district retains the Special education student files for a minimum of 15 years provided the student has reached the age of twenty-one.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10147

3

TITLE: Student injury report

DATES: 1979-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Division of Family Health Services. An injury is considered severe if requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, school name and number, student's sex, birth date, grade, accident's date and time, number of days absent, action taken by school and parent, nature of injury, area affected, contributing factors, period, location of accident, activity, equipment, injury description, signature of person making report, title code, and principal's signature. The state's copy is retained for five years.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the administrative needs expressed by the school and meets the four year malpractice statute of limitation provisions (UCA 78-14-1 (1991)).

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10147

TITLE: Student injury report

(continued)

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10148

3

TITLE: Student lunch card

DATES: 1989-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This plastic card is assigned to each student. Teachers distribute these cards to students each morning dividing cards into three categories: absent, eating lunch, and not eating lunch. The teacher completes two forms, a lunch count form and an absentee form. A sixth grader picks up the forms and brings them to the school office. The card include's the student's name, school district name, and a bar code label.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until graduation from high school or until student leaves district and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10144

3

TITLE: Student records

DATES: 1980-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are records maintained by individual teachers on students in their classes. They are used to document student's participation in school. They include test scores, immunization record, eye testing, and all pertinent information on the student.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office until student leaves school and then transfer with student.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the district's policy.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10174

3

TITLE: Student registration cards

DATES: 1959-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These cards are completed by the parents (or guardians) of all enrolled students for reference use during the school year. They include the student's name, grade, teacher, home phone number, address, student's birth date, sex, social security number, name and address of school last attended, grade, date withdrawn, list of chronic disabilities and illnesses, father or guardian's name and business telephone number, employer's name and address, who the child lives with (both parents, mother, father, other), name of local person and address where child can be sent in case of emergency school closure, local physician's name and address, whether language other than English is spoken in home, was child born outside the U.^S.^ and how long have been in this country, a list of names and birth dates of all preschool age children at home, date and signature of parent indicating they will notify school of any changes in information provided on card.

RETENTION:

Retain for 2 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months after being superseded or resolution of any conflict and then destroy.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10174

TITLE: Student registration cards

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10179

3

TITLE: Student withdrawal records

DATES: 1959-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files document student school withdrawal requests. After notification by parent of student's withdrawal the information is added to the computer and this form is produced. A copy is given to the parents and a copy is retained in the school's files while a third copy is placed in the student file being sent to the receiving school. The form includes the student's name and number, birth date, sex, grade, transfer date, name of parent or guardian, new address (if known), sending school, school transferred to, and principal's signature.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10175

3

TITLE: Teachers' personnel records

DATES: 1959-

ARRANGEMENT: Alphabetical by teacher's surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records maintained by the school's principal on all teachers within the school. They are used for easy reference. The school district office maintains an official personnel files on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper copy: Retain in Office until teacher leaves school and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10176

3

TITLE: Textbook ordering records

DATES: 1959-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document the ordering of textbooks. Textbooks are approved by the District's Curriculum Committee and individual schools order from the approved list. These records include a textbook list, number ordered, and price per order.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10177

3

TITLE: Time cards

DATES: 1959-

ARRANGEMENT: Alphabetical by school employee's name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These cards document the number of hours worked, sick leave, vacation, overtime, and holiday time earned and taken by school employees. They include date, employee name and number, social security number, number of hours worked and leave taken.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Davis County School District (Utah). Hill Field Elementary School

SERIES: 10178

3

TITLE: Weekly bulletin

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These weekly bulletins are prepared by the principal's office for the school's faculty and staff. They include announcements, recess schedules, calendar of events, and other items of interest.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.