Retention and Classification Report

Agency: Box Elder County School District (Utah). Department of Business Administration (2608)
960 South Main
Brigham City, UT 84302
435-734-4800

Records Officer: _____

14687	Accounts payable
14723	Annual budget
14748	Annual financial report
14729	Annual public school enrollment report
14750	Annual statistical report
14171	Audit reports
14683	Bids and quotes
09655	Budget distribution reports
14724	Budget working papers
14731	Deeds and abstracts of titles
14730	Directories
09656	Financial reports
14681	Fixed asset inventory
09660	General ledger journal
14758	General liability accident report
14726	General obligation bonds
14757	Health and accident insurance enrollment record
14684	Invoices
09658	Journal entry report
09659	Prior payment report
14686	Purchase order
14745	Quarterly withheld federal income tax records
14682	Receipts
14688	Requisitions
14728	Student injury report
14725	Tax rate summary sheets
14747	Uniform school budget report
14685	Vendor list
14727	Worker's Compensation Employee's first report of injury

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14687 1
TITLE: Accounts payable
DATES: 1907-
ARRANGEMENT: Alphabetical by type (utility, school lunch, general), thereunder vendor's name.
DESCRIPTION:

These records are used to pay school district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 4 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 for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14723 3
TITLE: Annual budget
DATES: 1907-
ARRANGEMENT: Chronological
DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1993). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1993)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14748 3
TITLE: Annual financial report
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Annual financial and program statistical reports report completed by the district's business office for the previous fiscal year.and submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-403 (1994). These reports are used to create the Office of Education's annual report and to determine allotted funds due to the school district.

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: 09/1995

FORMAT MANAGEMENT:

Paper copy: 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 business official.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14748
TITLE: Annual financial report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14729 3
TITLE: Annual public school enrollment report
DATES: 1960-
ARRANGEMENT: Chronological, thereunder alphabetical by school name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Computer report completed on student enrollment as of October 1, used to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program while elementary school information is updated by the district. The Office of Education prints the report and sends it to the district to make necessary corrections. Includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

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: 09/1995

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14729
TITLE: Annual public school enrollment report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14750 3
TITLE: Annual statistical report
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

An annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels, used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, dropouts, fee waivers, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees. The third part reports on all adult and community school programs.

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: 09/1995

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 office.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14750
TITLE: Annual statistical report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14171 3
TITLE: Audit reports
DATES: 1923-
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 (1991)). 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) (1991)).

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.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14171
TITLE: Audit reports

(continued)

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14683 3
TITLE: Bids and quotes
DATES: 1940-
ARRANGEMENT: Chronological, alphabetical by subject
DESCRIPTION:

These files contain formal proposals submitted in response to the bidding process to provide products or services to the school district by a private vendor.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9655 3
TITLE: Budget distribution reports
DATES: 1978-
ARRANGEMENT: Chronological, thereunder alphabetical by name or numerical by account number
DESCRIPTION:

This monthly computer printout monitors program budgets. The report comes in two sections: an alphabetical listing by employee's name and a numerical listing by account code. Both reports include the following information: names of employees, social security numbers, account numbers, current amount paid, total paid amount month-to-date, quarter-to-date amount paid, and fiscal year-to-date amount paid. The school district is on the the Office of Education computer system.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition is based on the fiscal needs expressed by the district's accountant. These reports are audited.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14724 3
TITLE: Budget working papers
DATES: 1980-
ARRANGEMENT: Chronological, thereunder alphabetical by subject
DESCRIPTION:

These files contain working papers used to assist in the preparation of the school district budget and to justify budget requests presented to the school board. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after close of calendar year covered by the budget and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14731 3
TITLE: Deeds and abstracts of titles
DATES: 1907-
ARRANGEMENT: Alphabetical by school name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Deeds and abstracts of titles owned by the district, used to reference information on individual schools and other school property. Includes the official copy of district deeds, abstract of titles, and water rights. These records are recorded with the county recorder and are available there permanently.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until property sold and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14730 3
TITLE: Directories
DATES: 1932-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

RETENTION:

Retain permanently

DISPOSITION:

May 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 Office until 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.

APPRAISAL:

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

This disposition is based on both the administrative and historical value of documenting persons working for the district.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14730
TITLE: Directories

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9656 3
TITLE: Financial reports
DATES: 1980-
ARRANGEMENT: Chronological, thereunder numerical by account number
ANNUAL ACCUMULATION: 1.10 cubic feet.
DESCRIPTION:

This monthly computer report is a summary of the district's financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, balance sheet accounts and revenues (local, state, and federal). The report includes account number, description number, description, current month expenditures/receipts, budget, year-to-date expenditures/receipts, and budget balance. The school district is on the the Office of Education's computer system.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This disposition based on the administrative and financial needs expressed by the district's accountant.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9656
TITLE: Financial reports

(continued)

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14681 3
TITLE: Fixed asset inventory
DATES: 1965-
ARRANGEMENT: Alphabetical by location
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Keypunch sheets listing all school district property valued over $500 and serial numbered equipment, reviewed by auditor. Includes description, cost, date purchased, location, vendor name, and depreciation.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the business administrator.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9660 3
TITLE: General ledger journal
DATES: 1978-
ARRANGEMENT: Chronological, thereunder numerical by journal number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This monthly computer report is a register of journal entries containing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry. Each monthly printout supersedes the previous report. The year-end report is received annually on computer output microfiche after the end of the fiscal year. The school district is on the Office of Education's computer system.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative and fiscal needs expressed by the district's accountant.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9660
TITLE: General ledger journal

(continued)

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14758 3
TITLE: General liability accident report
DATES: 1980-
ARRANGEMENT: Chronological, thereunder alphabetical by location
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Accident report form completed and sent to the district's insurance carrier on accident's where a student was seen or treated by a medical provider (or absent for more than one-half day) or where school liability is an issue. . Includes policyholder name, address, and telephone number; accident's date, time, location, first notification, and name of person making notification; description of accident or occurrence; injured person's name, marital status, age, address, telephone number(s); nature and extent of injuries; name of doctor or hospital; probable cause of accident or occurrence; property damage; names, addresses, and telephone numbers of witnesses; name, position, and telephone number of person completing form; name of person reporting incident; name of person receiving report; date; signature of person completing report; and any remarks.

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: 11/1995

FORMAT MANAGEMENT:

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

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14758
TITLE: General liability accident report

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the administrative needs expressed by the business official.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14726 3
TITLE: General obligation bonds
DATES: 1907-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the county for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the county legislative body (UCA 17-17-1 (2010)).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule General obligation bonds, GRS-57.

AUTHORIZED: 07-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being paid and cancelled and then destroy.

Computer data files: Retain in Office for 1 year after being paid and cancelled and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14726
TITLE: General obligation bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14757 3
TITLE: Health and accident insurance enrollment record
DATES: 1950-
ARRANGEMENT: Alphabetical by employee name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Application forms completed by district employees enrolling into health and accident insurance. The original is sent to the insurer. Includes district name; specific job title; date of employment; policy number; employee name, social security number, address, birthdate, telephone number(s); beneficiary and contingent beneficiary and relationships; information on other insurance and employment; information of coverage requested; optional waiver of group insurance; listing of family members to be covered containing name, sex, birthdates, physicians names and addresses; employee's signature authorizing deductions for insurance; date; effective date and approval signature.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until insurer changed or employee termination and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14757
TITLE: Health and accident insurance enrollment record

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14684 3
TITLE: Invoices
DATES: 1907-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Billings for goods and services provided by the school district, used to serve as backup for payment. Two copies of the invoice are sent and one is returned with the payment. Includes the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on the administrative needs expressed by the business official. These records are not audited. The receipt is seen as the official document for all payments received.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9658 1

TITLE: Journal entry report

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

RETENTION:

Retain for 4 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 for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9659 3
TITLE: Prior payment report
DATES: 1984-
ARRANGEMENT: Numerical by vendor number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over $600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district's accountant.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 9659
TITLE: Prior payment report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14686 1
TITLE: Purchase order
DATES: ca. 1907-
ARRANGEMENT: Numerical by purchase order number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are forms authorizing the order to purchase supplies or equipment by the school district. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain for 4 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 for 4 years and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14745 3
TITLE: Quarterly withheld federal income tax records
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14682 1
TITLE: Receipts
DATES: ca. 1940-
ARRANGEMENT: Numerical by receipt number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are receipts issued for money received into school district accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain for 4 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 for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14688 1
TITLE: Requisitions
DATES: ca. 1930-
ARRANGEMENT: Numerical by requisition number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are accounting requests from school or department for goods purchased or services rendered.

RETENTION:

Retain for 3 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 for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14728 3
TITLE: Student injury report
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Report completed by school personnel immediately after a severe student injury and a copy is submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. Includes child's and parent's names; district name and number; and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; contributing factors; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

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 district and meets the four year malpractice statute of limitation provisions (UCA 78-14-1 (1993)). The state's copy is retained for five years.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14728
TITLE: Student injury report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14725 3
TITLE: Tax rate summary sheets
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Report forms submitted to the county auditor reporting on desired tax levies for property taxes. Includes proposed tax rate worksheet, tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: 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 office.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14747 3
TITLE: Uniform school budget report
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Comparative financial data report submitted to the State Office of Education, who then creates the annual budget on funding levels and expenditures for education in Utah. Includes a summary statement of revenues, expenditures, and changes in unappropriated fund balances, unrestricted grants-in-aid, minimum school programs, uniform school district budget reports broken down by expenditures, revenues, funds, and sources, as well as information concerning property tax.

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: 09/1995

FORMAT MANAGEMENT:

Paper copy: 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 office.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14747
TITLE: Uniform school budget report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14685 3
TITLE: Vendor list
DATES: 1940-
ARRANGEMENT: Alphabetical by vendor name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a list of vendors providing goods and services to the school district. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14727 3
TITLE: Worker's Compensation Employee's first report of injury
DATES: 1960-
ARRANGEMENT: Chronological, thereunder alphabetical by employee surname
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Required by the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1994).to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each school and district office completes and sent to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to Workers Compensation within seven days as prescribed by law.

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: 09/1995

FORMAT MANAGEMENT:

Paper copy: 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 district's business administrator.

AGENCY: Box Elder County School District (Utah). Department of Business Administration

SERIES: 14727
TITLE: Worker's Compensation Employee's first report of injury

(continued)

PRIMARY DESIGNATION:

Private