

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Public School Teachers Retirement Commission (3216)
(obsolete agency)

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Records Officer: _____

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| 25149 | *Audit reports |
| 25140 | *Commission records |
| 25123 | *Public school teacher's retirement commission minute books |

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25149

1

TITLE: Audit reports

DATES: 1925, 1928, 1929, 1946, 1948.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the Commission's financial activities for the previous 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)). These are reports prepared by external auditors examining and verifying the school district's financial activities for the previous 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)).

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 administrative need ends and then transfer to State Archives with authority to weed.

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 UCA 51-2-3(3) (2008)

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25140

3

TITLE: Commission records

DATES: 1907-1923.

ARRANGEMENT: no order

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

This series consists of documents relating to the duties of the Commission. They are used to document the actions of the Commission in determining the eligibility of teachers in receiving a pension and the amount approved. The process begins with submission of the retirement application and any supplemental materials. The records include the initial petition requesting the creation of the Commission, a copy of the Utah statute governing commissions, teachers' lists, related correspondence, reports, and certificates.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until until administrative needs and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the record's secondary research value in documenting teachers and teaching in the Salt Lake City School District. It provides the first examination of determining retirement benefits within the district.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25123

3

TITLE: Public school teacher's retirement commission minute books

DATES: 1908-1951.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

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 until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public