Retention and Classification Report

Agency: Canyons School District (Utah) (3511)

Canyons School District
9361 South 300 East
Sandy, UT 84070
801-826-5181

Records Officer: _____

29500	Budget and finance
28340	Gifted student test results
28371	Indian Hills Middle School Student Test Results
28131	Legal files
29009	Official student transcripts for alternative education progr
29528	Policies and procedures
29461	School board minutes
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AGENCY: Canyons School District (Utah)

SERIES: 29500 1
TITLE: Budget and finance
DATES: 2009-
ARRANGEMENT: chronological
DESCRIPTION:

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (Utah Code 53A-19-102 (1995). According to Utah Code 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

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, and/or fiscal value(s).

AGENCY: Canyons School District (Utah)

SERIES: 28340 3
TITLE: Gifted student test results
DATES: 2004 -
ARRANGEMENT: Alphanumeric
DESCRIPTION:

These records support the agency's function to prepare students for college and careers by creating and maintaining a comprehensive public educational system with varied programming appropriate to the student's cognitive and academic abilities. Records document students' eligibility for placement in the advanced learner magnet school programs. Records include the original Supporting Advanced Learners Toward Achievement (SALTA) test final results, test-question booklets, and answer sheets for all tested students.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

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 14 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Canyons School District (Utah)

SERIES: 28340
TITLE: Gifted student test results

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Canyons School District (Utah)

SERIES: 28371 3
TITLE: Indian Hills Middle School Student Test Results
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These documents are individual student end of quarter or end of year test scores. This data is used to monitor progress as well as for student placement.

RETENTION:

Retain for 10 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

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 9 years and then destroy provided student has graduated.

APPRAISAL:

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

Records are used for student and program management purposes.

PRIMARY DESIGNATION:

Private 63G-2-302

AGENCY: Canyons School District (Utah)

SERIES: 28131 1
TITLE: Legal files
DATES: 2004-
ARRANGEMENT: chronological
DESCRIPTION:

These records document civil litigation and Individuals with Disabilities Education Act (IDEA) due process hearings. The records are used to document educational services and complaints, including Individualized Education Profiles (IEPs), Office for Civil Rights (OCR) complaints, etc. Included are court documents, correspondence, copies of deposition testimony, case file copies, and attorney work product. May also include police reports, witness statements, photographs, contracts, reports, etc. Case file copies may contain vital statistics worksheets, admission information, request for prior approval, client background history, social summary, and psychological and psychiatric evaluations. Information includes name of client, client Social Security number, client case number, case worker name, agency attorney name, legal issue, case number, and litigation outcome.

RETENTION:

Retain for 30 year(s) after case is closed

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 case closes and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have legal value(s).

These files document legal proceedings. There is a two-year waiting period for petitioners (parents or guardians) to refile, however there is no statute of limitations and petitioners may refile at any time while the student is eligible.

AGENCY: Canyons School District (Utah)

SERIES: 28131
TITLE: Legal files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Canyons School District (Utah)

SERIES: 29009 3
TITLE: Official student transcripts for alternative education programs
DATES: 1975-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation of students attending the various alternative education programs provided by the district. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 20 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after graduation and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records have long-term historical value documenting student participation in school systems and residency.

AGENCY: Canyons School District (Utah)

SERIES: 29009
TITLE: Official student transcripts for alternative education programs

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31(2015); Utah Code 63G-2-201(3)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Canyons School District (Utah)

SERIES: 29528 1
TITLE: Policies and procedures
DATES: 2015-
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: Canyons School District (Utah)

SERIES: 29461 3
TITLE: School board minutes
DATES: 2009-
ARRANGEMENT: none
DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Retain permanently

DISPOSITION:

May 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:

APPRAISAL:

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

AGENCY: Canyons School District (Utah)

SERIES: 27733 3
TITLE: Special Education student records
DATES: 1984-
ARRANGEMENT: Chronological by date of birth thereunder alphabetical by surname
ANNUAL ACCUMULATION: 150.00 cubic feet.
DESCRIPTION:

These individual case files document students enrolled in the district's special education programs. To provide archival information on students previously served in a Special Education program in the Canyons School District. They contain various reports and completed forms including learning disability assessment reports, approvals for special education services, completed tests and surveys, information on parents or guardians, and approval of placement in the Special Education Program. "All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma, are entitled to a free, appropriate public education." (Utah Code 53A-15-301(1)(a)(2015)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

RETENTION:

Retain for 27 year(s) after separation

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: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after special education services have terminated and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

AGENCY: Canyons School District (Utah)

SERIES: 27733
TITLE: Special Education student records

(continued)

APPRAISAL:

These records have administrative value(s).

The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule and by federal and state guidelines.