

Retention and Classification Report

Agency: Beaver County School District (Utah) (116)

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Records Officer: _____

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AGENCY: Beaver County School District (Utah)

SERIES: 11512

1

TITLE: Accounts payable

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records used to pay school district bills. Files consist of copy 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 29800

3

TITLE: Adult education records

DATES: 1980 -

ARRANGEMENT: Alphabetical and chronological.

DESCRIPTION:

These are adult education records used to document student's attendance and graduation. The official transcript is included.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Beaver County School District (Utah)

SERIES: 30169

3

TITLE: Asset inventory records

DATES: 1948-

ARRANGEMENT: Alphabetical by school name, thereunder by asset location.

DESCRIPTION:

These record books contain asset inventories for individual schools within the Beaver School District. Records may include physical asset listings, receipts, inspection history, asset location, and purchaser and were kept to for budgetary and safety purposes.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

May Transfer to Archives.

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 10 years after disposition of asset and then destroy.

Computer data files: Retain in Office for 10 years after disposition of asset and then delete.

Artifacts: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Beaver County School District (Utah)

SERIES: 30169

TITLE: Asset inventory records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(9) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.

AGENCY: Beaver County School District (Utah)

SERIES: 11515

1

TITLE: Attendance rolls

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These books are the attendance rolls maintained by each teacher. They are used to record student attendance. The rolls include period, name of teacher, course title, name of school, course code, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record.

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:

Exempt 34 CFR 99

AGENCY: Beaver County School District (Utah)

SERIES: 11513

3

TITLE: Audit reports

DATES: 1948-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. Reports include statements of receipts and disbursements for each department.

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 for 40 years 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2022.

AGENCY: Beaver County School District (Utah)

SERIES: 30171

3

TITLE: Bonds, warrants, and vouchers

DATES: 1929-

ARRANGEMENT: Chronological by warrant number.

DESCRIPTION:

These records document the purchase and sale of bonds. Information included in the warrant and/or voucher includes: name of issuer, issuer registration number, date of issue, name and address of shareholder receiving the dividend, share class, amount of the dividend payment, and signature of authorizing officer.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 30171

TITLE: Bonds, warrants, and vouchers

(continued)

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.

AGENCY: Beaver County School District (Utah)

SERIES: 29498

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: Beaver County School District (Utah)

SERIES: 30168

3

TITLE: Contracts

DATES: 1951-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain contracts entered into by Beaver School District with third-party vendors. May include receipts, legal agreements, correspondence, and draft agreements.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contractual agreement and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 30168

TITLE: Contracts

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(6) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.

AGENCY: Beaver County School District (Utah)

SERIES: 23999

1

TITLE: General ledger

DATES: 1915-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are financial summaries showing the receipts and disbursements of the school district. From 1915 to 1925, the volume is a monthly accounting book. It includes month, receipt or disbursement , amount, purpose, totals, and grand totals.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: For records beginning in 1915 through 1981. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1981 and continuing to the present. Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Paper: For records beginning in 1915 through 1981. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the historical value of the first volume in documenting the financial activities of the school district and the evolving process for documenting financial activities. An appraisal decision has been made to take a

AGENCY: Beaver County School District (Utah)

SERIES: 23999

TITLE: General ledger

(continued)

representative sample of these records for this purpose.

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 30584

3

TITLE: Milford High School attendance registers

DATES: 1954-1958

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the students who attended the school and the methods of evaluation employed by the school.

PRIMARY DESIGNATION:

Private Information about individuals under the age of 21 is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Beaver County School District (Utah)

SERIES: 27238

3

TITLE: Payroll records

DATES: 1937-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Beaver County School District (Utah)

SERIES: 29801

3

TITLE: Personnel records

DATES: 1920-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the personnel files for all school employees. They are used to document employment, continuing education, and career development. The files include the employment applications, authorization for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records contain the complete work history of an individual (excluding medical/psychological information) while employed and have legal value as they verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

AGENCY: Beaver County School District (Utah)

SERIES: 29801

TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Beaver County School District (Utah)

SERIES: 29526

1

TITLE: Policies and procedures

DATES: 2006-

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, and/or legal value(s).

AGENCY: Beaver County School District (Utah)

SERIES: 11514

1

TITLE: Purchase orders

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by purchase order number

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 11511

3

TITLE: School Board minutes

DATES: 1881-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

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:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

AGENCY: Beaver County School District (Utah)

SERIES: 11511

TITLE: School Board minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Beaver County School District (Utah)

SERIES: 28996

3

TITLE: Student history records

DATES: 1920-

ARRANGEMENT: Chronological by graduation year and thereunder alphabetical by student's surname.

DESCRIPTION:

These records support the agency's administrative function to document student attendance. Records include each student's name, date of birth, parents or guardians, date that student entered and exited the school, and the number of days in attendance.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

AGENCY: Beaver County School District (Utah)

SERIES: 28996

TITLE: Student history records

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.