Retention and Classification Report

Agency: Emery County School District (Utah) (340)

120 North Main Street
P.O. Box 120
Huntington, UT 84528
435-687-9846

Records Officer: _____

29504	Budget and finance
29531	Policy and procedure
29532	Policy and procedure
17707	School board minutes

AGENCY: Emery County School District (Utah)

SERIES: 29504 1
TITLE: Budget and finance
DATES: 2017-
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: Emery County School District (Utah)

SERIES: 29531 1
TITLE: Policy and procedure
DATES: 2016-
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 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: Emery County School District (Utah)

SERIES: 29532 1
TITLE: Policy and procedure
DATES: 1988-
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 for 10 year(s)

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: Emery County School District (Utah)

SERIES: 17707 3
TITLE: School board minutes
DATES: 1888-
ARRANGEMENT: Chronological
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed 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.