

## Retention and Classification Report

**Agency:** Grand County School District (Utah) (434)

264 South 400 East Street  
Moab, UT 84532  
435-259-5317

**Records Officer:** \_\_\_\_\_

26003	Attendance rolls
29506	Budget and finance
29210	Official transcripts
29211	Personnel records
26055	School board minutes

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26003

3

**TITLE:** Attendance rolls

**DATES:** 1893-

**ARRANGEMENT:** Alphabetical by school and thereunder chronological by date.

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 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.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26003

**TITLE:** Attendance rolls

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Grand County School District (Utah)

**SERIES:** 29506

1

**TITLE:** Budget and finance

**DATES:** 2011-

**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 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, and/or fiscal value(s).

**AGENCY:** Grand County School District (Utah)

**SERIES:** 29210

3

**TITLE:** Official transcripts

**DATES:** 1892-

**ARRANGEMENT:** Alphabetical by student's name.

**DESCRIPTION:**

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

**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 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 00.30,31 (2015) Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Grand County School District (Utah)

**SERIES:** 29211

3

**TITLE:** Personnel records

**DATES:** 1892-

**ARRANGEMENT:** Alphabetical.

**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 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 20 years and then transfer to State Records Center. Retain in State Records Center for 45 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records contain the complete work history of an individual while employed and have legal value per Utah Code 49-11-602(2)(2017) as they verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

**AGENCY:** Grand County School District (Utah)

**SERIES:** 29211

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Grand County School District (Utah)

**SERIES:** 26055

3

**TITLE:** School board minutes

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.



**AGENCY:** Grand County School District (Utah)

**SERIES:** 26055

**TITLE:** School board minutes

(continued)

**PRIMARY DESIGNATION:**

Public