Retention and Classification Report

Agency: Iron County School District (Utah) (539)

2077 West Royal Hunte Drive
Cedar City, UT 84720
435-586-2804

Records Officer: _____

23622	Audit reports
09668	Distribution report
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09667	Monthly retirement reports
09665	Payroll registers
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23624	School board minutes
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AGENCY: Iron County School District (Utah)

SERIES: 23622 3
TITLE: Audit reports
DATES: 1923-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the 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 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: 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.

AGENCY: Iron County School District (Utah)

SERIES: 23622
TITLE: Audit reports

(continued)

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: Iron County School District (Utah)

SERIES: 9668 1
TITLE: Distribution report
DATES: 1978-
ARRANGEMENT: Alphabetical by name and numerical by account number
DESCRIPTION:

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

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 1 week and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This retention is based on the fiscal needs expressed by the districts accountant. These reports are audited.

AGENCY: Iron County School District (Utah)

SERIES: 9668
TITLE: Distribution report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. social security numbers

AGENCY: Iron County School District (Utah)

SERIES: 23621 3
TITLE: District directories
DATES: 1917- 1935; 1940-1942; 1945-1960; 1969-1980; 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are directories of all district teachers and later all district staff. The first directories are only stapled sheets of paper and included name of teacher, teaching assignment, school address, grade or department taught, years of experience, and type of teaching certificate. Later directories became booklets and then bound books. They include name, district office or school, position title, business address and telephone number.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Iron County School District (Utah)

SERIES: 23621
TITLE: District directories

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. home address and telephone number (UCA 63G-2-302(1)(f)

AGENCY: Iron County School District (Utah)

SERIES: 9667 3
TITLE: Monthly retirement reports
DATES: 1984-
ARRANGEMENT: Numerical by location code, thereunder alphabetical by surname
DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the district's business official.

AGENCY: Iron County School District (Utah)

SERIES: 9667
TITLE: Monthly retirement reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Iron County School District (Utah)

SERIES: 9665 3
TITLE: Payroll registers
DATES: 1960-
ARRANGEMENT: Numerical by location code, thereunder by name
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 65 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Paper: For records beginning in 1984 and continuing to the present. Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 65 years and then destroy.

AGENCY: Iron County School District (Utah)

SERIES: 9665
TITLE: Payroll registers

(continued)

Microfilm duplicate: Retain in Office for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district's Business Official. The Payroll register

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Iron County School District (Utah)

SERIES: 29535 1
TITLE: Policy and procedure
DATES: 2014-
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: Iron County School District (Utah)

SERIES: 25276 3
TITLE: Publications
DATES: 1976-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Iron County school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Holdings include Notice of Sale for School Building Bonds (1976).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 23624 3
TITLE: School board minutes
DATES: 1941-
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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

APPRAISAL:

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

AGENCY: Iron County School District (Utah)

SERIES: 23624
TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 9666 1
TITLE: Transactional summary
DATES: 1978-
ARRANGEMENT: Chronological, thereunder numerical by code
DESCRIPTION:

This monthly computer report lists all district financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

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 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in Office for 4 years or until superseded and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years or until superseded and then destroy.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the district's Business Official.

AGENCY: Iron County School District (Utah)

SERIES: 9666
TITLE: Transactional summary

(continued)

PRIMARY DESIGNATION:

Public