

Retention and Classification Report

Agency: Morgan County School District (Utah) (663)

67 N 200 E
Morgan, UT 84050
435-829-3411

Records Officer: _____

30523	Board meeting agendas
29513	Budget and Finance
14047	Official transcripts
29540	Policy and procedure
06949	School Board minutes
29217	Student history
10218	United States Department of Agriculture commodity food accep

AGENCY: Morgan County School District (Utah)

SERIES: 30523

3

TITLE: Board meeting agendas

DATES: 1950-1962

ARRANGEMENT: Chronological by meeting date.

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 retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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 or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of business handled by the school board.

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County School District (Utah)

SERIES: 29513

1

TITLE: Budget and Finance

DATES: 2014-

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: Morgan County School District (Utah)

SERIES: 14047

3

TITLE: Official transcripts

DATES: 1900-

ARRANGEMENT: Alphabetical by student surname.

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:

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 Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 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.

AGENCY: Morgan County School District (Utah)

SERIES: 14047

TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Morgan County School District (Utah)

SERIES: 29540

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:

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: Morgan County School District (Utah)

SERIES: 6949

3

TITLE: School Board minutes

DATES: 1880-

ARRANGEMENT: Generally chronological or reverse chronological by meeting date.

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 permanently or until administrative need ends and then transfer to State Archives.

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

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of administration and decision-making at the highest level of the school district.

AGENCY: Morgan County School District (Utah)

SERIES: 6949

TITLE: School Board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Morgan County School District (Utah)

SERIES: 29217

3

TITLE: Student history

DATES: 1900-

ARRANGEMENT: Chronological by year, therunder alphabetical by student.

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 and then transfer to State Archives with authority to weed.

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

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. They also can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258).

AGENCY: Morgan County School District (Utah)

SERIES: 29217

TITLE: Student history

(continued)

PRIMARY DESIGNATION:

Exempt

34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2017)

AGENCY: Morgan County School District (Utah)

SERIES: 10218

3

TITLE: United States Department of Agriculture commodity food acceptance sheet

DATES: ca. 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These sheets are received monthly by the district's lunch supervisor from the Office Education Child Nutrition Program. They notify the district of foods to be received from the United States Department of Agriculture for the following month. The sheets include date, allocation number, description of commodity, estimated delivery date, date any difference must be received, names of recipient centers, quantity allocated, quantity accepted, name of recipient center, authorized signature, and date.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Department of agriculture food usage and inventory report, GRS-1414.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public