

## Retention and Classification Report

**Agency:** Nebo School District (Utah) (689)

350 South Main  
Spanish Fork, UT 84660  
801-354-7400

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

83967	Attendance accounting printouts
29515	Budget and finance
84708	Official transcripts
30151	Payson District School Register
30544	Payson High School yearbooks
29542	Policy and procedure
25294	Publications
29468	School board minutes
25172	Special education student records

**AGENCY:** Nebo School District (Utah)

**SERIES:** 83967

3

**TITLE:** Attendance accounting printouts

**DATES:** 1978-

**ARRANGEMENT:** alphabetical by name of school, thereunder by grade.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This computer printout contains totals of student attendance. It is used for reports submitted to the Office of Education for funding purposes. The information is compiled from the actual roll books. It is printed after the completion of each term and contains year-to-date information. It includes: student number, name, sex, number of days attended by term, entry date and withdrawal date.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after audit and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This information is compiled in the annual report on district enrollment.

**AGENCY:** Nebo School District (Utah)

**SERIES:** 83967

**TITLE:** Attendance accounting printouts

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Nebo School District (Utah)

**SERIES:** 29515

1

**TITLE:** Budget and finance

**DATES:** 2012-

**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:** Nebo School District (Utah)

**SERIES:** 84708

3

**TITLE:** Official transcripts

**DATES:** 1905-

**ARRANGEMENT:** chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. It also includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

**RETENTION:**

Permanent. Retain for 40 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09-01-2017

**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.

Microfilm master: Retain in State Archives permanently.

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

**AGENCY:** Nebo School District (Utah)

**SERIES:** 84708

**TITLE:** Official transcripts

(continued)

**APPRAISAL:**

These records have administrative value(s).

The transcript is critical for verification purposes not only for admission to college and employment, but for student who have not graduated for readmission to high school. It has potential for being important for educational research.

**AGENCY:** Nebo School District (Utah)

**SERIES:** 30151

3

**TITLE:** Payson District School Register

**DATES:** 1900-1901

**ARRANGEMENT:** By gender, thereunder alphabetical by student name.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as representative documentation of the operation of public schools in Payson. It also has genealogical value, due to the information about individuals that it contains.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Nebo School District (Utah)

**SERIES:** 30544

3

**TITLE:** Payson High School yearbooks

**DATES:** 1952-1954

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**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 historical value(s).

The records in this series have permanent historical value as documentation of students, faculty, and activities at the high school over the years.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Nebo School District (Utah)

**SERIES:** 29542

1

**TITLE:** Policy and procedure

**DATES:** 2002-

**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:** Nebo School District (Utah)

**SERIES:** 25294

3

**TITLE:** Publications

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Nebo 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 "Middle School Evaluation Report" (1970), "Migrant Education" (1970), and Official Statement for building bonds (1978).

**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.

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

Microfiche duplicate: 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.

**AGENCY:** Nebo School District (Utah)

**SERIES:** 25294

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Nebo School District (Utah)

**SERIES:** 29468

3

**TITLE:** School board minutes

**DATES:** 2008-

**ARRANGEMENT:** none

**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 includes the agenda, notices, and any public materials distributed at the meeting.

**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:**

**APPRAISAL:**

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

**AGENCY:** Nebo School District (Utah)

**SERIES:** 25172

3

**TITLE:** Special education student records

**DATES:** 1976-

**ARRANGEMENT:** Chronological by graduation year, thereunder alphabetical by student's name.

**DESCRIPTION:**

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300(2003). The records are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, graduates, or refuses the services. These student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services. The student's official transcript is not part of these records.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after graduation or ineligibility and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Nebo School District (Utah)

**SERIES:** 25172

**TITLE:** Special education student records

(continued)

**APPRAISAL:**

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

This retention is based on the federal requirements expressed in 34 CFR 300.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 300.562: 34 CFR 99 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.