Retention and Classification Report

Agency: Piute County School District (Utah) (783)

500 North Main Street
P.O. Box 69
Junction, UT 84740
435-577-2912

Records Officer: _____

29518	Budget and finance
23937	School board minutes

AGENCY: Piute County School District (Utah)

SERIES: 29518 1
TITLE: Budget and finance
DATES: 2010-
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: Piute County School District (Utah)

SERIES: 23937 3
TITLE: School board minutes
DATES: 1923-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 after being microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Piute County School District (Utah)

SERIES: 23937
TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public