Retention and Classification Report

Agency: Rich County School District (Utah) (843)

25 South 100 West
P.O. Box 67
Randolph, UT 84064
435-793-2135

Records Officer: _____

85261	Audit reports
29519	Budget and finance
29546	Policy and procedure
13136	School board minutes
22257	Student records

AGENCY: Rich County School District (Utah)

SERIES: 85261 4
TITLE: Audit reports
DATES: 1926-
ARRANGEMENT: Chronological
DESCRIPTION:

Financial records for each school are audited each year as required by law. The audit examines all revenues received by the school, and compares them to the schools expenditures, as an evaluation of the operation of the schools accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1926 through 1928. Retain in State Archives permanently.

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.

AGENCY: Rich County School District (Utah)

SERIES: 85261
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Rich County School District (Utah)

SERIES: 29519 1
TITLE: Budget and finance
DATES: 2017-
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: Rich County School District (Utah)

SERIES: 29546 1
TITLE: Policy and procedure
DATES: 1977-
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: Rich County School District (Utah)

SERIES: 13136 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:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Rich County School District (Utah)

SERIES: 22257 3
TITLE: Student records
DATES: 1948-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently or 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.

AGENCY: Rich County School District (Utah)

SERIES: 22257
TITLE: Student records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99