

## Retention and Classification Report

**Agency:** San Juan County School District (Utah) (906)

200 North Main Street  
Blanding, UT 84511  
435-678-1211

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

29521	Budget and finance
28790	Dineh language materials catalog
28910	Dineh; language and cultural curriculum records
28789	Navajo language and culture learning aids
25281	Publications
26255	School board minutes
28883	Ute language learning aids

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 29521

1

**TITLE:** Budget and finance

**DATES:** 2016-

**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:** San Juan County School District (Utah)

**SERIES:** 28790

3

**TITLE:** Dineh language materials catalog

**DATES:** 1960-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to distribute Dineh (Navajo) language materials. Catalogs are used to promote the various learning aids created by the agency.

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historically valuable for researching the preservation of the Dine heritage.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28790

**TITLE:** Dineh language materials catalog

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28910

3

**TITLE:** Dineh; language and cultural curriculum records

**DATES:** 1965-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's function to create a variety of aids for teachers to use when teaching about the Dineh (Navajo) language and culture. Records include lesson plans on various topics.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

**AUTHORIZED:** 03-26-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historically valuable for researching the preservation of the Dine heritage.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28910

**TITLE:** Dineh; language and cultural curriculum records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28789

3

**TITLE:** Navajo language and culture learning aids

**DATES:** 1961-

**ARRANGEMENT:** By media type.

**DESCRIPTION:**

These records support the agency's function to create a variety of learning aids to create a print- and media-rich Dine (Navajo) language environment for students and families. Records include bilingual books, flashcards, pronunciation guides, audio/visual materials, and posters.

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 for 1 year and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Digital Versatile Disk - Read Only: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28789

**TITLE:** Navajo language and culture learning aids

(continued)

**APPRAISAL:**

These records have historical value(s).

The materials in this series have permanent historical value as documentation of Dine culture and of the efforts to preserve and perpetuate Dine cultural heritage and language.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.



**AGENCY:** San Juan County School District (Utah)

**SERIES:** 25281

3

**TITLE:** Publications

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**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:** San Juan County School District (Utah)

**SERIES:** 25281

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 26255

3

**TITLE:** School board minutes

**DATES:** 1931-

**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.

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

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 26255

**TITLE:** School board minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28883

3

**TITLE:** Ute language learning aids

**DATES:** 1965-

**ARRANGEMENT:** By media type.

**DESCRIPTION:**

These records support the agency's function to create a variety of aids to create assist in the learning of the Ute language for Ute students and families. Records include bilingual books, flashcards, pronunciation guides, and posters.

**RETENTION:**

Permanent. Retain for 1 year(s)

**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 for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have permanent historical value as documentation of Ute language and culture and of the efforts of the school district to preserve that heritage among children in district schools.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28883

**TITLE:** Ute language learning aids

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.