

## Retention and Classification Report

**Agency:** Wasatch County School District (Utah) (1270)

101 East 200 North  
Heber City, UT 84032  
435-654-0280

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

29525	Budget and finance
29106	Official transcripts
29552	Policy and procedure
29480	School board minutes
29107	Student history

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 29525

1

**TITLE:** Budget and finance

**DATES:** 2009-

**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:** Wasatch County School District (Utah)

**SERIES:** 29106

3

**TITLE:** Official transcripts

**DATES:** 1935-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.

**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 20 year(s) after separation

**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:**

Paper: Retain in Office for 20 years and then transfer to State Archives.

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). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 29106

**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 04/2017.

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 29552

1

**TITLE:** Policy and procedure

**DATES:** 2012-

**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:** Wasatch County School District (Utah)

**SERIES:** 29480

3

**TITLE:** School board minutes

**DATES:** 2013-

**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:** Wasatch County School District (Utah)

**SERIES:** 29107

3

**TITLE:** Student history

**DATES:** 1935-

**ARRANGEMENT:** Alphabetical by surname, thereunder by date filed.

**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 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 after separation and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2017.