Retention and Classification Report

Agency: Box Elder County School District (Utah). Payroll Office (2616)

960 S Main Street
Brigham City, UT 84302
435-734-4800

Records Officer: _____

14676	Payroll absence report record
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AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14676 3
TITLE: Payroll absence report record
DATES: 1960-
ARRANGEMENT: Chronological, thereunder by employee name.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Monthly form submitted by contracted employees to Payroll on absences then entered into computer system and the payroll book, used to create five year leave summary. Includes employee name, date, pay period, date absence, substitute employed, day equivalent, code, total days absent, reason for absence (sick, vacation, jury duty, etc), number of days, employee's signature and social security number certifying the information is true and correct, and principal/supervisor's signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the payroll office.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14676
TITLE: Payroll absence report record

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. social security number, reasons for absence,

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14672 3
TITLE: Payroll absence summary report
DATES: 1960-
ARRANGEMENT: Chronological, thereunder alphabetical by school
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Summary report on leave taken by contracted professional and classified personnel submitted on or before the 5th of each month authorizing payments for services rendered. Includes school, period covered, days absent, number of days, name of absent employee, reason for absence, name of substitute, signature and title.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district payroll office.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14672
TITLE: Payroll absence summary report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. reasons for absence

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14674 3
TITLE: Payroll correspondence file
DATES: 1950-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Payroll correspondence including letters from business administrator to retiring district employees on final payments for unused sick leave. The letters include employee name, how bases were computed, and number days computed. The official copy is retained in the employees personnel file.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the payroll office.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14678 3
TITLE: Payroll deduction annuity authorization file
DATES: 1965-
ARRANGEMENT: Alphabetical by employee name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Employee authorizations for payroll deductions for tax shelters. Includes employees signed request to have tax sheltered annuity withheld for various 403B and 401K companies.

RETENTION:

Retain for 2 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: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after retirement and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the payroll office.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14679 3
TITLE: Payroll deduction authorization files
DATES: 1960-
ARRANGEMENT: Alphabetical by deduction code
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Employee authorizations for payroll deductions for various voluntary (nontax savings) deductions such as credit union payments or savings plans, life insurance, association dues, etc., used to provide proof to auditors that employee approved deductions. Includes signed authorizations.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after employee changes or rescinds authorization and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14677 3
TITLE: Payroll five year leave data sheet
DATES: 1960-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Five year-record of all leave taken by district employees. Includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until employment separation and then file in personnel files.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14677
TITLE: Payroll five year leave data sheet

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14680 3
TITLE: Payroll garnishments
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

Garnishments or levies for debts owed by school district employees and attached to employees earnings. Includes

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14746 3
TITLE: Payroll income tax exemptions and withholding files
DATES: 1940-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain forms for individual employees exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after superseded or termination of employee and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14759 3
TITLE: Payroll monthly payroll deduction billings
DATES: ca. 1965-
ARRANGEMENT: Chronological, thereunder alphabetical by company name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Deduction letters from insurance companies attached to payroll listing employees enrolled in optional deductions for specialized insurance, serve as insurance billing. Includes billings and deduction sheet.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the payroll office.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 9661 3
TITLE: Payroll register
DATES: ca. 1940-
ARRANGEMENT: Numerical by location code, thereunder alphabetical by surname
ANNUAL ACCUMULATION: 39.00 cubic feet.
DESCRIPTION:

This register provides a complete record of the payment of all district employees. The first registers were books with handwritten notations. In 1960, the register became computerized. It is printed semi-monthly Classified and certified employees are paid monthly. The district is on the Office of Education's computer system. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay.

RETENTION:

Retain for 53 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: For records beginning in 1940 through 1980. Retain in Office for 53 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1940 through 1981. Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office for 53 years and then destroy.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 9661
TITLE: Payroll register

(continued)

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district's accountant. The Payroll Register is the district's only record of payments to its employees. Since they do not maintain a separate Employee Payroll History, the payroll register is maintained longer than the traditional 7 years. The register is essential for retirement purposes.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14751 3
TITLE: Payroll retirement reports
DATES: 1960-
ARRANGEMENT: Numerical by social security number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Monthly report sent to State Retirement on amounts contributed to retirement system, used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the payroll office.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14751
TITLE: Payroll retirement reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14755 3
TITLE: Payroll taxable wage and earning reports
DATES: 1940-
ARRANGEMENT: Alphabetical by employee surname
DESCRIPTION:

The files contain records on individual employee's income taxes. Include returns on income taxes such as Internal Revenue Service (IRS) Form W-2, reports of withheld federal taxes, such as IRS W-3 with related papers, and reports related to income and social security taxes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14673 3
TITLE: Payroll voucher
DATES: 1960-
ARRANGEMENT: Alphabetical by employee name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Report form submitted by contracted and noncontacted employees before the fifth of each month authorizing payments for services rendered over and above their regular contract.(e.g., extended career ladder days, substitute pay, supervision of facilities, adult education classes taught). Includes social security number, employee name and address, date, budget number, and a listing of days and hours, services rendered where and for whom, pay rate per day/hour, amount due, approval signatures of principal and supervisor/director, and signature of claimant certifying amounts are accurate.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14673
TITLE: Payroll voucher

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public.

date, number of days or hours worked, services rendered, pay per day

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14671 3
TITLE: Personnel action records
DATES: 1960-
ARRANGEMENT: Alphabetical by employee surname
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Forms used to make corrections to payroll submitted by other district departments and schools. Includes date, name, school, address, telephone number, social security number, and sections for adding applicable information on new employees, any salary adjustment, and terminating employee.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the Personnel Office.

PRIMARY DESIGNATION:

Public

AGENCY: Box Elder County School District (Utah). Payroll Office

SERIES: 14671
TITLE: Personnel action records

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)