

# Retention and Classification Report

**Agency:** Tooele County School District (Utah) (1168)  
92 Lodestone Way  
Tooele, UT 84074  
882-3030

**Records Officer:** Terry Christensen

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

**SERIES:** 3139

3

**TITLE:** Accounts payable report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This computer report lists the payment of district bills. It is used for accounting and auditing purposes. The report includes the check or purchase order number, date, vendor number, item description, date of purchase order, invoice number, fund code, location number, program code, date of purchase order, amount of invoice and discount and amount. In 1971, the report was computerized and in 1978 the report was placed on Computer Output Microfiche. It is printed three times per month.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1992.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

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

**SERIES:** 3153

3

**TITLE:** Accounts payable voided checks register

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder numerical by check number

**DESCRIPTION:**

This is a report of accounts payable checks which have been voided. It is used for verification purposes. The report includes the check number, vendor number and name, date issued, purchase order, account number to which payment charged, and actual amount of check.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2000.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Records in this series have short-term fiscal and administrative value and may be destroyed according to the approved retention schedule.

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

**SERIES:** 3153

**TITLE:** Accounts payable voided checks register

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 3102

3

**TITLE:** Distribution report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 week and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

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

**SERIES:** 3102

**TITLE:** Distribution report

(continued)

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. social security numbers

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

**SERIES:** 24198

1

**TITLE:** Financial reports

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This monthly computer report is a summary of the district's financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, balance sheet accounts and revenues (local, state, and federal). The report includes account number, description number, description, current month expenditures/receipts, budget, year-to-date expenditures/receipts, and budget balance.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

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

**SERIES:** 2967

3

**TITLE:** General journal report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by journal number

**DESCRIPTION:**

This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 13.

**PRIMARY CLASSIFICATION:**

Public



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

**SERIES:** 3103

3

**TITLE:** Payroll register

**DATES:** 1930-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname  
**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain 53 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 53 years and then destroy.

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

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

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

**SERIES:** 3103

**TITLE:** Payroll register

(continued)

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

Computer output microfiche master: Retain in State Records Center for 58 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 58 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 18.

Records in this series have long-term administrative value to document employment and eligibility for retirement benefits.

**PRIMARY CLASSIFICATION:**

Private

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

**SERIES:** 3096

3

**TITLE:** Prior payment report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 7, Item 6.

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

**SERIES:** 3096

**TITLE:** Prior payment report

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 25280

3

**TITLE:** Publications

**DATES:** 1974-

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

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

**SERIES:** 25280

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 2958

3

**TITLE:** Receipt register

**DATES:** 1984-

**ARRANGEMENT:** Numerical by receipt number

**DESCRIPTION:**

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 20.

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 2963

3

**TITLE:** Retirement monthly report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by location code, thereunder alphabetical by name  
**DESCRIPTION:**

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is 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 56 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 56 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 56 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 56 years and then destroy.



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

**SERIES:** 2963

**TITLE:** Retirement monthly report

(continued)

Computer output microfiche duplicate: Retain in Office for 56 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 22.

**PRIMARY CLASSIFICATION:**

Private

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

**SERIES:** 25526

3

**TITLE:** Special education student files

**DATES:** 1979-

**ARRANGEMENT:** Chronological by student's birth date, thereunder alphabetical by student's name.

**ANNUAL ACCUMULATION:** 5.00 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. They are also called Student cumulative cards.

**RETENTION:**

Retain 25 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2007. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

Computer data files: Retain in Office for 3 years after graduation or services end and then delete.

Paper: For records beginning in 2008 and continuing to the present. Retain in Office for 1 year and then destroy provided records have been scanned.

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

**SERIES:** 25526

**TITLE:** Special education student files

(continued)

**APPRAISAL:**

Administrative Legal This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 2.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 300.562 (2008); 34CFR 99 (2008)

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

**SERIES:** 3067

3

**TITLE:** Transaction summary report

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder numerical by code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This monthly computer report lists all the district's financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 24.

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

**SERIES:** 3067

**TITLE:** Transaction summary report

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 24197

3

**TITLE:** Vendor list

**DATES:** 1999-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a list of vendors providing goods and services to the school district. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office until superseded and then destroy.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 7, Item 18.

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

**SERIES:** 24197

**TITLE:** Vendor list

(continued)

**PRIMARY CLASSIFICATION:**

Public

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

**SERIES:** 4409

3

**TITLE:** Warrant/check redeemed

**DATES:** 1973-1979.

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. A warrant must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the county executive" (UCA 17-19-3 (1995)).

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 27.



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

**SERIES:** 4409

**TITLE:** Warrant/check redeemed

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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