

Retention and Classification Report

Agency: Tooele County School District (Utah) (1168)

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Tooele, UT 84074
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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 printout monitors program budgets. The report comes in two sections: an alphabetical listing by employee's name and numerical by account code. Both reports include the following information: names of employees, social security numbers, account number, current amount paid, total paid month to date, quarter to date amount paid, and fiscal year year-to-date amount 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.

APPRAISAL:

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

AGENCY: Tooele County School District (Utah)

SERIES: 3102

TITLE: Distribution report

(continued)

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 containing 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. Each monthly printout supersedes the previous report. The year-end report is received annually on computer output microfiche after the end of the fiscal year.

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.

AGENCY: Tooele County School District (Utah)

SERIES: 2967

TITLE: General journal report

(continued)

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 report is a complete record of payroll payments to district employees. The report has been computerized since 1965, but only placed on computer output microfiche since 1984. District employees are paid biweekly and this report is run at the end of each month. It is used to verify payments to employees. The report includes pay period, location number, district number, name of the employee, social security number, marital status, number of exemptions, pay status code, telephone number, and amounts deducted for federal taxes, state taxes, FICA, retirement, and amount of employer paid FICA.

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 computer report on information sent to the State Retirement Office. It is used to verify funds contributed to the State retirement system. It includes social security number, members name, monthly earnings, earnings subject to retirement, deductions from pay check, contributions by employer for employee, retirement deposits, salary deferred stock fund, salary deferred 401(k) fund, and contribution of employer 401(k) fund.

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.

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

AGENCY: Tooele County School District (Utah)

SERIES: 2963

TITLE: Retirement monthly report

(continued)

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 files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300.560.300.577 (1998). They are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, or refuses the services. They contain various reports and completed forms including individual education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services.

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.

AGENCY: Tooele County School District (Utah)

SERIES: 25526

TITLE: Special education student files

(continued)

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.

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 district 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.

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.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County School District (Utah)

SERIES: 4409

TITLE: Warrant/check redeemed

(continued)

SECONDARY CLASSIFICATION(S):

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