Retention and Classification Report

Agency: Uintah County School District (Utah) (1235)

635 West 200 South
Vernal, UT 84078
435-781-3100

Records Officer Phyllis Elgiar

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26332	*	Census cards
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AGENCY: Uintah County School District (Utah)

SERIES: 1814 3
TITLE: Administrative records
DATES: 1941-1947.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Uintah County School District (Utah)

SERIES: 26332 3
TITLE: Census cards
DATES: 1924-1977.
ARRANGEMENT: Chronologically by year and thereunder alphabetically by surname.

DESCRIPTION:

These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during the 1950s, 1960s, and 1970s and were used as an official accounting of children living within the school district boundaries for planning purposes. These time-consuming surveys were discontinued during the 1980s. The cards include date, parents' names and address, children's names, gender, and ages.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 9, Item 4.

AUTHORIZED: 09/11/2006

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

AGENCY: Uintah County School District (Utah)

SERIES: 25424 3
TITLE: High school faculty minute books
DATES: 1914-1916; 1930-1935; 1937-1941.
ARRANGEMENT: Chronological.
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 15.

AUTHORIZED: 06/02/2004

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

AGENCY: Uintah County School District (Utah)

SERIES: 25424
TITLE: High school faculty minute books

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Uintah County School District (Utah)

SERIES: 26605 3
TITLE: Official transcripts
DATES: 1920-
ARRANGEMENT: Alphabetical by surname
TOTAL VOLUME:
DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: 04/12/2008

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Microfiche duplicate: For records beginning in 1920 through 1960. Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County School District (Utah)

SERIES: 26605
TITLE: Official transcripts

(continued)

Digital image: Retain in Office until administrative need ends.

APPRAISAL:

Administrative Historical

PRIMARY DESIGNATION:
Private

AGENCY: Uintah County School District (Utah)

SERIES: 19678 3
TITLE: Payroll registers
DATES: 1976-
ARRANGEMENT: Numerical by school identification number and thereunder alphabetical by surname.
TOTAL VOLUME:
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 65 years

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Microfiche master: Retain in State Records Center for 65 years and then destroy.

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

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

AGENCY: Uintah County School District (Utah)

SERIES: 19678
TITLE: Payroll registers

(continued)

APPRAISAL:

Fiscal

PRIMARY DESIGNATION:
Private Utah Code 63G-2-302(2015)

SECONDARY DESIGNATION(S):
Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Uintah County School District (Utah)

SERIES: 26333 3
TITLE: Personnel records
DATES: 1987-
ARRANGEMENT: Alphabetical by surname
TOTAL VOLUME:
DESCRIPTION:

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION:

Retain 65 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 2.

AUTHORIZED: 09/11/2006

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

APPRAISAL:

AGENCY: Uintah County School District (Utah)

SERIES: 26333
TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:
Private UCA 63G-2-302(1)(f)(2008)

SECONDARY DESIGNATION(S):
Public. UCA 63G-2-201(1)(b)

AGENCY: Uintah County School District (Utah)

SERIES: 25279 3
TITLE: Publications
DATES: 1967-
ARRANGEMENT: Chronological by year
TOTAL VOLUME:
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/02/2009

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County School District (Utah)

SERIES: 19680 3
TITLE: School board minutes
DATES: 1914-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2004

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

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

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

AGENCY: Uintah County School District (Utah)

SERIES: 19680
TITLE: School board minutes

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APPRAISAL:

Administrative Historical
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:
Public

AGENCY: Uintah County School District (Utah)

SERIES: 25422 3
TITLE: School histories
DATES: ca. 1949-1980.
ARRANGEMENT: Alphabetical by school name
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These files contain histories written about individual schools within the Uintah School District and the district itself. Most histories neither include the author's name nor date written. Some were written by students while others appear to have been written by teachers or administrators. Some are presentation papers and may have have been read on the radio or to some group during the 1961 American Education Week. Some of the histories are typed while others are handwritten. The histories include stories about schools in Alterra, Bonanza, Central, Jensen, LaPoint, Maeser, Randlett, Whiterocks Boarding School, Willow Creek, plus histories of the district, and the "white school house." The files also include a few newspaper clippings and a dedication program.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2004

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Uintah County School District (Utah)

SERIES: 25422
TITLE: School histories

(continued)

APPRAISAL:

Historical
This disposition is based on the record's secondary historical value in documenting the histories and stories of individual schools within the Uintah School District.

PRIMARY DESIGNATION:
Public

AGENCY: Uintah County School District (Utah)

SERIES: 25423 3
TITLE: Uintah District school guide
DATES: 1916-1917.
ARRANGEMENT: None.
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book is a guide to the Uintah School District's curriculum, classes taught, and district policies. Its purpose was to "help all understand what is expected and desired of the district." Each teacher was instructed to "read and study it carefully" and were expected to use the "outlines and suggestions to supplement the [State] course." The guide includes an introduction explaining the guide's purpose, general and specific recommendations for specific courses for grammar, primary, and all grades (e.g., ethics, morals and manners, nature, history, arithmetic), general policies, principal requirements and suggestions, teacher requirements and suggestions, janitor's contracts, allotment of supplies, school hours, school calendar, and lists of schools and teachers.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2004

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Uintah County School District (Utah)

SERIES: 25423
TITLE: Uintah District school guide

(continued)

APPRAISAL:

Historical
This disposition is based on the record's secondary historical value in documenting both school curriculum and school operations in Uintah School District.

PRIMARY DESIGNATION:
Public

AGENCY: Uintah County School District (Utah)

SERIES: 20528 3
TITLE: Uintah High School class registers
DATES: 1891-
ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher, thereunder by semester
TOTAL VOLUME:
DESCRIPTION:

Attendance records for Uintah High School in Vernal.

RETENTION:

Retain 4 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 05/26/2015

FORMAT MANAGEMENT:

Paper: For records prior to and including 1990. Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

Administrative Historical
This series documents the operation of the Uintah Stake Academy, its transition to a public high school, and the subsequent operation of the Uintah High School.

AGENCY: Uintah County School District (Utah)

SERIES: 20528
TITLE: Uintah High School class registers

(continued)

PRIMARY DESIGNATION:

Private	This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY DESIGNATION(S):

Public.	Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)