Retention and Classification Report

Agency: Washington County School District (Utah) (1324)

121 West Tabernacle
St. George, UT 84770
673-3553

Records Officer

01816	*Administrative records
24579	Annual financial statements and audits
17675	*Census cards
17490	Payroll registers
25284	Publications
24578	School board minutes
10241	Special education student files
24580	*Teacher certification records

AGENCY: Washington County School District (Utah)

SERIES: 1816 3
TITLE: Administrative records
DATES: 1863-1972.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

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

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 Archives permanently with authority to weed.

AGENCY: Washington County School District (Utah)

SERIES: 24579 3
TITLE: Annual financial statements and audits
DATES: 1964-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Washington County School District (Utah)

SERIES: 24579
TITLE: Annual financial statements and audits

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 4.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County School District (Utah)

SERIES: 17675 3
TITLE: Census cards
DATES: 1958-1969.
ARRANGEMENT: Chronological, thereunder alphabetical 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:

Retain Until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 9, Item 4.

AGENCY: Washington County School District (Utah)

SERIES: 17675
TITLE: Census cards

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Washington County School District (Utah)

SERIES: 17490 3
TITLE: Payroll registers
DATES: ca. 1915-
ARRANGEMENT: Chronological, thereunder alphabetical by school
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:

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 Archives for 65 years and then destroy.

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

AGENCY: Washington County School District (Utah)

SERIES: 17490
TITLE: Payroll registers

(continued)

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

PRIMARY CLASSIFICATION:
Private

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

AGENCY: Washington County School District (Utah)

SERIES: 25284 3
TITLE: Publications
DATES: 1958-
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.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County School District (Utah)

SERIES: 24578 3
TITLE: School board minutes
DATES: 1915-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1997.

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Washington County School District (Utah)

SERIES: 24578
TITLE: School board minutes

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

PRIMARY CLASSIFICATION:
Public

AGENCY: Washington County School District (Utah)

SERIES: 10241 3
TITLE: Special education student files
DATES: 1980-
ARRANGEMENT: Alphabetical by student's surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/2008.

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 75 years and then destroy.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

AGENCY: Washington County School District (Utah)

SERIES: 10241
TITLE: Special education student files

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 16, Item 1.

PRIMARY CLASSIFICATION:
Private

AGENCY: Washington County School District (Utah)

SERIES: 24580 3
TITLE: Teacher certification records
DATES: 1919-1947.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This book documents primarily the certifications of teachers within the Washington School District from 1928-1947. It includes teacher's name, class of certificate, year, expiration date, college training, and credits earned. The book was started as a record of the minutes of the War Savings Stamps Committee from 1918-1919. It documents the committee's actions in selling war stamps in support of World War I.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 02/01/2003.

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 Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Washington County School District (Utah)

SERIES: 24580
TITLE: Teacher certification records

(continued)

PRIMARY CLASSIFICATION:
Public