Retention and Classification Report

Agency: Wayne County School District (Utah) (1359)

79 North 100 West
Bicknell, UT 84715
425-3813

Records Officer

24457		Annual financial statements and audits
23210		Personnel files
24461		School board minutes
24462	*	School district histories
23725		Student attendance roll books
24460	*	Teachers' records
24458	*	Waynona (yearbook)

AGENCY: Wayne County School District (Utah)

SERIES: 24457 3
TITLE: Annual financial statements and audits
DATES: 1922-1988; 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are statistical reports on the financial affairs of the entire school district and their official audits. These reports usually include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 3.

AGENCY: Wayne County School District (Utah)

SERIES: 24457
TITLE: Annual financial statements and audits

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County School District (Utah)

SERIES: 23210 3
TITLE: Personnel files
DATES: ca. 1960-
ARRANGEMENT: Alphabetical by employee name
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the personnel files for all certified and classified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain 65 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/2004.

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 after termination of employment then scan and microfilm and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

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

Digital image: Retain in Office for 65 years and then delete.

AGENCY: Wayne County School District (Utah)

SERIES: 23210
TITLE: Personnel files

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 14, Item 1.

PRIMARY CLASSIFICATION:
Private

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

AGENCY: Wayne County School District (Utah)

SERIES: 24461 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:

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Wayne County School District (Utah)

SERIES: 24461
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: Wayne County School District (Utah)

SERIES: 24462 3
TITLE: School district histories
DATES: 1959-1989.
ARRANGEMENT: Chronological, thereunder by type
TOTAL VOLUME: 0.50 cubic feet.
DESCRIPTION:

These histories document the formation and development of the Wayne School District and individual schools within the district. They include the "Wayne School District History, 1876-1920," by Esther Durfey (1986); a district scrapbook (1959-1975)containing various class observations, program flyers, photographs, and newspaper clippings; a binder on the history of the Wayne High School (containing a school history, 1913-1915, a listing of high school teachers 1917-1975, high school graduates 1917-1975, graduation programs 1974-1986, 1989); and three short histories ("History of Wayne County Schools," (1984) as remembered by Claud Baker, "Hanksville Elementary School, 1977-1978," and "Bicknell Elementary."

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:

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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 with authority to weed.

AGENCY: Wayne County School District (Utah)

SERIES: 24462
TITLE: School district histories

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 28.

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County School District (Utah)

SERIES: 23725 3
TITLE: Student attendance roll books
DATES: 1913-
ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

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

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

AGENCY: Wayne County School District (Utah)

SERIES: 23725
TITLE: Student attendance roll books

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

AGENCY: Wayne County School District (Utah)

SERIES: 24460 3
TITLE: Teachers' records
DATES: 1925-1962.
ARRANGEMENT: Chronological by school year, thereunder alphabetical by school
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This small notebook documents teachers teaching in the Wayne School District. It includes school year, teacher's name, an evaluative performance statement (1925-1931), after 1940 the certificate number and date of expiration of teaching certificate.

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:

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

This disposition is based solely on the historical value of these records in documenting teachers teaching within the district.

AGENCY: Wayne County School District (Utah)

SERIES: 24460
TITLE: Teachers' records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Wayne County School District (Utah)

SERIES: 24458 3
TITLE: Waynona (yearbook)
DATES: 1922-1924.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

This yearbook document the Wayne High s school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities. This yearbook includes history of the high school, photographs, and student poetry.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 10/01/1999.

FORMAT MANAGEMENT:

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

AGENCY: Wayne County School District (Utah)

SERIES: 24458
TITLE: Waynona (yearbook)

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 59.

PRIMARY CLASSIFICATION:
Public