Retention and Classification Report

Agency: Ogden School District (Utah). Business Office (1461)

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Records Officer Zachary Williams

04003	Accounts payable reports
03843	Biweekly classified employee payroll report
83514	Cleanup report
83513	*Cost analysis report
83586	Distribution reports
83509	*Employee ledger card
03997	Financial reports
03992	General journal report
03874	Health & accident insurance report
83512	Location payroll register
03850	Month end reports
03807	Monthly certified employees payroll report
83508	Payroll data record
83589	Payroll history report
83769	Payroll history year-end report
83515	Payroll register
04007	Prior payments report
03995	Receipt reports
83511	Retirement reports
03830	Supplemental payroll report
83510	*Time and attendance reports
03989	Transaction summary report
04030	Voided checks report

AGENCY: Ogden School District (Utah). Business Office

SERIES: 4003 3
TITLE: Accounts payable reports
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This monthly computer report lists the payment of all district bills. It is used for auditing purposes and serves as a record of all accounts payable transactions. The report is divided into the following four sections: outstanding purchase order register, check payment register, accounts payable check summary, and outstanding credit memo report. The accounts payable check summary is arranged by check number and date, vendor number and name, amount of check, and description of payment. The check payment section is arranged by check number and includes vendor number, name, and item; purchase date; purchase order, invoice, and fund numbers; location and program codes; function and object codes; invoice amount and any discount; and total amount. The outstanding purchase order register section is arranged by purchase number and includes vendor number and name; whether its a new vendor; date; description; fund code; location and program codes; function and object codes; amount of purchase order; amount of purchase order filled; and amount remaining. The outstanding credit memo report is arranged alphabetically by vendor and includes any outstanding credits and overpayments. This section is infrequently produced and usually contains no data.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in State Records Center for 5 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 4003
TITLE: Accounts payable reports

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary administrative and financial values to the office. Though the records are usually audited within three years, the 5 years meet the common federal education audit requirements.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3843 3
TITLE: Biweekly classified employee payroll report
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 52.00 fiche.
DESCRIPTION:

This is a biweekly computer report of all payroll information on classified employee. It is used to reference payments made to classified employees and for preparation of the next payroll. This report contains the following seven sections: the payroll register, payroll checks report, payroll earning statements, time and attendance listing, payroll register totals summary, and deduction report section. The payroll register section includes the name of the employee, marital status, pay status, phone number, federal, state, FICA, retirement deductions, gross pay, other deductions, regular hours and rate of earnings, other hours and rate, other earnings, and net pay. The payroll check report is arranged by payroll check number and includes the check date, social security number, employee name, net pay, and any necessary notes or explanations. The Payroll earnings statement register is arranged by earnings statement number and includes location code, bank number, account type and earnings statement date, social security number, employee name, and net pay. The time and attendance listing is arranged by employee name and includes social security number, status, vacation earned, used, and balance; sick leave earned, used, and balance; personal time earned, used, and balance, emergency leave earned, used, and balance; other leave (e.g. military, funeral) earned and balance; compensatory time earned, used, and taken, and leave without pay. The payroll register totals summary is arranged by location code and includes deduction code, amount description, current amount, current month, quarter to date, year to date, fiscal year to date. The deduction report is arranged by deduction code and then alphabetically by employee name and includes location code, employee name, and deduction amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3843
TITLE: Biweekly classified employee payroll report

(continued)

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

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary administrative value to the agency. This report is only used for reference purposes. The Pay History (series 83769) provides the most complete payroll information and is maintained for 50 years.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83514 3
TITLE: Cleanup report
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This monthly computer report is used to correct any errors that occurred in previous payroll, any exceptions, or corrections in the payroll register. It serves as a worksheet for the next payday and is used for reference purposes. This report includes the following three sections: district pay/void check register, payroll register, and payroll register totals summary. The district pay/void check register is arranged numerically by check number. The payroll register section is arranged numerically by location code and includes employee name, social security number, marital status, number of exemptions, pay status, phone number, program codes, regular earnings, current month additional earnings, deductions, current month earnings, gross earnings, check number, gross pay, FICA-gross, FICA -tax, federal tax, state tax, retirement, other deductions, net pay and year-to-date information. The payroll register totals summarizes overpayments, deductions, gross pay, and grand totals. It includes the name of employee, social security number, code, old date, check number, regular amount of pay, pay code, location code, hours, deductions, and gross pay. This report is printed after payroll has been run. In 1984, the report began to be received on computer output microfilm.

RETENTION:

Retain 1 month or until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83514
TITLE: Cleanup report

(continued)

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
This disposition is based on the record's primary administrative value to the district. The information is compiled into the Payroll History Report (series 83769).

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83513 3
TITLE: Cost analysis report
DATES: 1977-1983.
ARRANGEMENT: Numerical by account code
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an obsolete monthly payroll report. It contained: fund code, location code, program code, account code, year, regular pay, other pay, gross salary, travel pay, FICA, retirement (employee and employee contributions), employee number, name of employee and account total. In 1983, it was replaced by the distribution report.

RETENTION:

Retain 1 month or until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

This report is obsolete and should be destroyed.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83586 3
TITLE: Distribution reports
DATES: 1983-
ARRANGEMENT: alphabetical by employee's name
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

This monthly computer printout is used by directors to monitor program budgets. The report comes in three sections: an alphabetical listing by employee's name, numerical by fund code, and numerical by program code number. They all contain: names of employees, social security numbers, account number, current amount paid, total paid month to date, quarter to date amount paid, pay period, fund code amount, and program number amount. From 1983 to 1984, the report was printed on paper. In 1984, the report was placed on COM.

RETENTION:

Retain 1 month.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative
These retentions are based on the administrative needs expressed by the district. The COM reports are kept longer because they are sorted with other reports that are required to be kept longer.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83586
TITLE: Distribution reports

(continued)

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83509 3
TITLE: Employee ledger card
DATES: 1950-1976.
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These cards are an employee's leave and payroll record. The size and the amount of information contained on the cards has evolved through the years. The earliest cards were larger and contained more information. All cards include the name and home address of the employee, location of employment, social security number, leave earned and taken, regular pay, gross pay, deductions, totals to date and balances. In 1976, this payroll system was replaced.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:
This retention is based on the administrative needs expressed by the department. These cards are obsolete and should be destroyed. Retirement information contained on these cards is duplicated on the history cards.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3997 3
TITLE: Financial reports
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

This is a monthly computer report of all district financial information. It provides fiscal information in a variety of forms for accounting, auditing and planning purposes. This report is organized into seven sections. The first section is the budget location report which contains only information on expenditures and is arranged numerically by location code (school and some district offices). It includes account number, annual budget, encumbrances, current month expenditures, expenditures year-to-date, expenditures/encumbrances, budget balance, percent of expenditures, totals per function code and fund. The second section is the principals budget report which contains only information on specific items school principals have chosen to monitor (usually supplies, books, and custodial items) and is arranged numerically by location (school). It includes the account number, annual budget, encumbrances, expenditures, expenditures year-to-date, expenditures, budget balance, percent of expenditure, and totals per location code. The third section is the budget program report which is an all inclusive report of all revenues and expenditures and is arranged numerically by program number. It includes object code, annual budget/anticipated receipts, encumbrances, expenditures/receipts for current month, expenditures/receipts year-to-date, expenditures/encumbrances, budget/anticipated balance, percent of expenditures, revenue and expenditure totals for programs. The cumulative balance section is arranged by balance sheet number and summarizes all funds. The balance sheet report breaks down the balance sheet by fund code and balance sheet code and includes beginning balance, encumbrances, current month debits and credits, current month's totals, and current balances. The revenue detail report lists all revenues by revenue code. It includes anticipated receipts, current month receipts, year-to-date receipts, anticipated balance, and percent received. The final section is the expenditure detail report which contains all district expenditures by expenditure code. It includes expenditure code, annual budget amount, encumbrances, expenditures year-to-date, expenditures/encumbrances, budget balance, percent expended, and totals. The monthly reports are not accumulative. In 1985, the report began to be received on computer output microfilm (COM). Currently, the report is also received as a computer printout and is maintained because of handwritten notations added to the paper report.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3997
TITLE: Financial reports

(continued)

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

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 20 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 20 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on the district's primary administrative needs expressed by the office.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3992 3
TITLE: General journal report
DATES: 1985-
ARRANGEMENT: Chronological, thereunder numerical by journal entry number
ANNUAL ACCUMULATION: 1.00 cubic foot.
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 existing accounting records. The report includes journal entry number, date, type of entry, account number and title, debit amount or credit amount, encumbrance amount, and totals. Each monthly report is an accumulation of data from previous monthly reports. The final report of the fiscal year is the annual accumulation. Since 1986, the report has been received only on computer output microfilm.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years 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 1 year or until verified and then destroy provided final report in fiscal year is kept for 4 years.

APPRAISAL:

Administrative Fiscal
This disposition is based on the administrative and fiscal needs expressed by the agency. The report is audited and must be maintained for the audit period. The monthly reports are maintained only until reconciled with the annual accumulation report and then are destroyed.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3992
TITLE: General journal report

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3874 3
TITLE: Health & accident insurance report
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 12.00 fiche.
DESCRIPTION:

This is a monthly report on the various types of health and accident insurance. It is an accounting program and is used for reference purposes. The report contains the actual monthly insurance costs for a specific month only and do not accumulate. The report includes the following five sections: health & accident insurance exception report, health & accident insurance alphabetical report, health & accident insurance program report, health & accident insurance remittance advice report, health & accident journal entry report. All sections include the employee's name and social security number, name of insurance, insurance policy number, and detail distribution cost to accounting codes.

RETENTION:

Retain 1 year

DISPOSITION:
Destroy.

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

APPROVED: 12/1990

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year and then destroy.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3874
TITLE: Health & accident insurance report

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary administrative value to the office.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83512 3
TITLE: Location payroll register
DATES: 1985-
ARRANGEMENT: Numerical by location number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This monthly computer printout is a compilation of all payroll amounts by location for the deduction report. It is used for balancing funds by individual school. It contains: location code; description; and payroll amounts, current amount, current month, quarter to date, calendar year to date, and fiscal year to date. In 1988, the report was put on Computer Output Microfiche.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1989

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This retention is based on the administrative needs expressed by the office. The COM reports are kept longer because these reports are sorted with other reports that require the entire fiche be kept longer.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3850 3
TITLE: Month end reports
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This monthly report contains payroll data for the preceding month for both certified and classified employees. It is used to detail changes in previous months payroll. This report is divided into the following six sections: monthly retirement exceptions report, the retirement monthly report, the deduction report, and three separate sorts of the distribution report. The monthly retirement exceptions report is arranged by social security number within location number and includes the social social security number, employee name, gross pay, retirement gross pay, retirement deduction, a retirement flag, and exception message, location totals by month and by fiscal year. The retirement monthly report is arranged by security number and includes employee's social security number and name, monthly earnings, earnings subject to retirement, amount deducted from check, amount of employer contribution, retirement deposits, salary deferred stock fund, salary deferred 402(k) fund, contribution employer 401(k) fund. The deduction report is arranged numerically by deduction code and includes deduction code, type of deduction, location code, employee name, deduction amount and deduction totals. The distribution report is sorted by account number, program, function, and object codes, and employee name. The reports include account number, employee name, current amount, month-to-date, quarter to month, and fiscal year to date amount, and totals. The distribution report by program is the only report received in paper and it is distributed to administrators for planning purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 5 years and then destroy.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3850
TITLE: Month end reports

(continued)

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the office. These reports are maintained only for reference purposes. The Pay History Report (series 3850) provides the most complete data and is retained for 50 years.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3807 3
TITLE: Monthly certified employees payroll report
DATES: 1984-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 24.00 fiche.
DESCRIPTION:

This is a monthly computer report of all payroll information on certificated employees. It is used to reference payroll information. This report contains the following seven sections: the payroll register, payroll checks report, payroll earning statements, time and attendance listing, payroll register totals summary, and deduction report section. The payroll register section includes the name of the employee, marital status, pay status, phone number, federal, state, FICA, retirement deductions, gross pay, other deductions, regular hours and rate of earnings, other hours and rate, other earnings, and net pay. The payroll check report is arranged by payroll check number and includes the payroll check number, check date, social security number, employee name, net pay, and any necessary notes or explanations. The payroll earnings statement register is arranged by earnings statement number and includes the earnings statement number, location code, bank number, account type and number, earnings statement date, social security number, employee name, and net pay. The time and attendance listing is arranged by employee name and includes employee name and social security number, status; amount earned, used and balance remaining for vacation, sick leave, personal time, emergency leave, other leave (e.g. military, funeral), compensatory time; and leave without pay. The payroll register totals summary is arranged by location code and includes location code, deduction code, amount description, current amount, current month, quarter to date, year to date, fiscal year to date. The deduction report is arranged by deduction code and then alphabetically by employee name and includes location code, employee name, and deduction amount. This monthly report is not accumulative.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3807
TITLE: Monthly certified employees payroll report

(continued)

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

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary administrative value. This report is used primarily for reference purposes. The Pay History Report (series 83769) is the most complete payroll record and it is maintained for 50 years.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83508 3
TITLE: Payroll data record
DATES: 1970-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This three-part form is used to document all changes in current employee payroll records. It originates in the personnel office and is sent to payroll to authorize change. The original copy is sent to payroll, a copy is given to the superintendent, and a copy is maintained by the personnel office. The form includes: the name of the employee, date, social security number, code, job title, salary, rate of pay, position, change of status, signature of personnel director, and superintendent.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative
This retention is based on the administrative needs expressed by the office. The record copy is filed in individual personnel files.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83589 3
TITLE: Payroll history report
DATES: 1961-
ARRANGEMENT: alphabetical by employee's name
ANNUAL ACCUMULATION: 1.20 cubic feet.
DESCRIPTION:

This monthly computer printout is a complete record of what district employees have been paid. It is a compilation of the payroll register and cleanup reports. Each monthly report is superseded by the following month's report. The final report for June is the end of fiscal year report and it contains payroll information for the previous twelve months. It contains: name of employee, code charged to, school located, fiscal year paid, program funds, employee type, object code, regular salary, other pay received, gross salary, travel pay, FICA, federal and state income tax, state retirement (employee and employer contributions), code, total deductions, and net pay. From 1961-1984, the report was received in paper. Since 1984, the report is received on COM.

RETENTION:

Retain 1 month.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

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

Computer output microfiche master: For records beginning in 1984 and continuing to the present. Retain in Office for 1 month or until superseded and then destroy.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83589
TITLE: Payroll history report

(continued)

APPRAISAL:

Administrative
This retention is based on the administrative needs expressed by the office. Since each report updates and supersedes previous reports it is unnecessary to retain previous monthly reports.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83769 3
TITLE: Payroll history year-end report
DATES: 1961-
ARRANGEMENT: alphabetical by employee's name

ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This year-end report is a compilation of the monthly payroll history reports. It contains payroll information for the previous twelve months. It contains: name of employee, code charged to, school located, fiscal year paid, program funds, employee type, object code, regular salary, other pay received, gross salary, travel pay, FICA, federal and state income tax, state retirement (employee and employer contributions), code, total deductions, and net pay. From 1961-1984, the report was received in paper. Since 1984, the report has been received on COM.

RETENTION:

Retain 50 years.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1961 through 1984. Retain in Office for 50 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1961 through 1984. Retain in Office for 50 years and then destroy.

Computer output microfiche master: For records beginning in 1984 and continuing to the present. Retain in Office for 50 years and then destroy.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83769
TITLE: Payroll history year-end report

(continued)

APPRAISAL:

This retention is based on the administrative needs expressed by the office for retirement purposes. The flat fifty year period is used because it is not uncommon to have school district personnel work for long periods. Recently, the district had an employee retire after 48 years.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83515 3
TITLE: Payroll register
DATES: 1961-
ARRANGEMENT: Alphabetical by employee name
ANNUAL ACCUMULATION: 1.10 cubic feet.
DESCRIPTION:

This computer printout is a complete record of what employees were paid. It is printed biweekly after classified employees are paid, and monthly after certified employees are paid. It includes name, social security number, marital status, number of exemptions, pay status, federal tax, state tax, FICA, and retirement, and pay period. It is used for referencing information on specific pay periods. Since 1984, it has been placed on COM.

RETENTION:

Retain 6 months.

DISPOSITION:
Destroy.

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

APPROVED: 02/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

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

APPRAISAL:
This retention is based on the administrative needs expressed by the department. This retention is shorter than the approved retention indicated in the school district general records retention schedule. This shorter retention is recommended because the district's payroll history report compiles all payroll registers and it is kept for 50 years. It is therefore unnecessary to maintain the payroll register for the 7 years.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83515
TITLE: Payroll register

(continued)

AGENCY: Ogden School District (Utah). Business Office

SERIES: 4007 3
TITLE: Prior payments report
DATES: 1984-
ARRANGEMENT: Alphabetical by vendor
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This report lists all payments made to individual vendors. It is used to identify vendors by payments made. The report includes vendor number and name; invoice number and date; amount paid; fund, location, function and object codes; check number and date and whether check was voided. and program codes; purchase order number, invoice number, account number, check number, and check date.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 5 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on the administrative needs expressed by the office.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3995 3
TITLE: Receipt reports
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This is a monthly computer report on all receipts issued by the district. It is used to identify all receipts and for reference purposes. The report is divided into three sections containing essentially the same information, but sorted differently. The first section is the revenue distribution report arranged by the revenue account number where collected monies are deposited. The second section is the receipt register which is arranged by receipt number. The final section is the receipts by source report which is arranged alphabetically by the name of person to whom receipt issued. The reports include the receipt number, date, account number, description, name of person receiving receipt, source of funds, amount of receipt, current month totals, and year-to-date receipt totals. Each monthly report is an accumulation of data from previous monthy reports. The final report of the fiscal year is the annual accumulation. Since 1988, the report has only been received on computer output microfiche.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 6 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year or until verified and then destroy provided last report of the fiscal year is kept for 6 years.

APPRAISAL:

Administrative
This retention is based on the administrative and fiscal needs expressed by the agency.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3995
TITLE: Receipt reports

(continued)

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83511 3
TITLE: Retirement reports
DATES: 1987-
ARRANGEMENT: Numerical by social security number
ANNUAL ACCUMULATION:
DESCRIPTION:

These computer printouts record amounts contributed to state retirement. This report contains three sections: the contribution report contains totals sent to State Retirement; the verification report, reports on amounts State Retirement received per employee; and a third report printed from the district's computer tapes, reporting on amounts district contributed. They are used for verification purposes. They include: social security number, name of member, fund agency, period covered, amount contributed, earnings, amounts employee and employer paid.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the administrative needs of the district.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3830 3
TITLE: Supplemental payroll report
DATES: 1984-
ARRANGEMENT: Chronological by month
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a monthly computer report of all payroll information on certificated employees who worked extra hours or had special duties which required them to be paid separately from their regular salary. It is used for audit and reference purposes. This report contains the following six sections: the payroll register, payroll checks report, payroll earning statements, time and attendance listing, payroll register totals summary, and deduction report section. The payroll register section includes the name of the employee, marital status, pay status, phone number, federal, state, FICA, retirement deductions, gross pay, other deductions, regular hours and rate of earnings, other hours and rate, other earnings, and net pay. The payroll check report is arranged by payroll check number and includes the payroll check number, check date, social security number, employee name, net pay, and any necessary notes The Payroll earnings statement register is arranged by earnings statement number and includes the earnings statement number, location code, bank number, account type and earnings statement date, social security number, employee name, and net pay. location code and includes location code, deduction code, amount description, current amount, current month, quarter to date, year to date, fiscal year to date. The deduction report is arranged by deduction code and then alphabetically by employee name and includes location code, employee name, and deduction amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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: Ogden School District (Utah). Business Office

SERIES: 3830
TITLE: Supplemental payroll report

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on the record's primary administrative value to the office.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 83510 3
TITLE: Time and attendance reports
DATES: 1976-1985.
ARRANGEMENT: Alphabetical by name of employee
ANNUAL ACCUMULATION:
DESCRIPTION:

These monthly computer printouts are used to provide a record of leave earned and taken. The June printout is a year end report containing yearly totals of leave taken and earned. It contains the name of employee; social security number; amount of sick, vacation, hospital, and bereavement leave earned, used, and balances.

RETENTION:

Retain 1 year or until verified.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until verified by employee, whichever comes first and then destroy.

APPRAISAL:

This retention is based on the administrative needs expressed by the department.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 3989 3
TITLE: Transaction summary report
DATES: 1984-
ARRANGEMENT: Chronological, thereunder numerical by program number
ANNUAL ACCUMULATION: 22.00 fiche.
DESCRIPTION:

This is a monthly computer report on the financial history of the district. This report provides detail on individual entries or transactions. The report includes item number, transaction type, posted date, purchase order or receipt number, check number, amount of encumbrance, encumbrance filled, debit/credit, vendor required/ project invoice. Each monthly report is an accumulation of previous monthly reports. The final report of the fiscal year is the annual accumulation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 20 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year or until verified and then destroy provided last report of fiscal year is kept for 20 years.

APPRAISAL:

Administrative Fiscal
This disposition is based on the records primary administrative to the agency.

AGENCY: Ogden School District (Utah). Business Office

SERIES: 4030 3
TITLE: Voided checks report
DATES: 1987-
ARRANGEMENT: Chronological, thereunder numerical by check number
ANNUAL ACCUMULATION: 12.00 fiche.
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.

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

APPROVED: 12/1990

FORMAT MANAGEMENT:

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
This disposition is based on the agencies' primary administrative needs expressed by the district.