Retention and Classification Report

Agency: Ogden School District (Utah). Office of Personnel and Staff Support Services (1543)
2444 Adams Avenue
Ogden, UT 84401
801-737-7300

Records Officer

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AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 3889 3

TITLE: FICA report

VARIANT PRBG090-FICA program function report

DATES: 1980-

ARRANGEMENT: Chronological, thereunder numerical by program number

DESCRIPTION:

This is a computer report of social security taxes (FICA) collected by program code.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 5.

This disposition is based on the record's primary administrative value to the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 3889

TITLE: FICA report

(continued)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 18970 3

TITLE: Minutes

DATES: 1981-1982

ARRANGEMENT:

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

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.

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

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

APPRAISAL:

Administrative Historical Legal

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

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.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 18970

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84191 3

TITLE: Permanent employee card

DATES: [ca. 1905]-

ARRANGEMENT: alphabetical by name of employee

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These cards summarize the work history of district employees. They are used for reference purposes. The cards are updated as information is changed. They include: name, address, marital status, date and place of birth, employment history (year, school worked, name of supervisor, assignment, and salary), date and reason for termination.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 30 years after termination of employee and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. These files are seen as essential for referencing information on district employees.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84187 3

TITLE: Personnel registration cards

DATES: 1936-1989.

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards are completed annually by all district personnel. They were used originally to verify address and salary information and then for reference purposes. The classified employee cards include: name of employee, birth date, age, current address, zip code, phone number, marital status, name of spouse, position, school, salary, number of years employed by district, year left service, and reason. The certificated employee cards include: name, date of birth, age, local address, zip code, phone number, permanent home address, zip code, phone number, marital status, salary, name of spouse, assignment (school, grade, subject), teaching experience (in district, other districts, outside Utah, and administrative), years of experience (elementary, junior high, middle school, senior high); total years of experience; and date and reason when left service (added by district); married name, training (name of valid certificate held, year and name of university graduated, years attended, type of degree received, major and minor); last college credit received (residence, summer,extension, correspondence, in-service); work since degree (number of college credits and number of in-service credits), last year credit earned; and the type of degree earned.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 beginning in 1936 through 1969. Retain in Office for 30 years after termination of employee and then destroy.

Paper: For records beginning in 1969 through 1989. Retain in Office for 1 year and then destroy.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84187

TITLE: Personnel registration cards

(continued)

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office. After careful analysis it was determined the cards have outlived their original purpose and should not be continued. It appears they have been completed by employees for tradition rather than an expressed need. The decision has been made to discontinue the card at the end of the l988-89 school year. The cards for the period 1936-l969 are kept because they represent the only source of information on employees salaries.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84188 3

TITLE: Rental agreement files

DATES: 1979-

ARRANGEMENT: alphabetical by school

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include: date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for usage of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 2 years after expiration of rental agreement and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. It was determined the previous year's files should be kept for the preparation of repeat contracts. The form has no value after agreement has expired. For audit purposes, the business office maintains for three years a copy of receipts issued for all rentals.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84190 3

TITLE: Salary data books

VARIANT Budget books

DATES: 1967-

ARRANGEMENT: chronological, thereunder numerical by position code, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These books are compilations of salary data on all district personnel. They are used for planning and reference purposes. The books from 1966 to 1972 include: name, age, training, salary, total experience, salary schedule, military service, extra experience years, plus thirty hours, dependency, and total salary. From l972 to l984, the books included: name, cost code, step, grade, hours per day, days per week, days scheduled, hourly rate, daily rate, monthly salary, salary earned, and scheduled salary. In l984, the information was automated and the books became computer printouts. They include: name of employee, social security code, account number, percent of full time equivalent (FTE), salary survey (SS), step (ST), lane (LN), number of hours per day, number of contract days, daily rate, monthly salary, and annual contract salary.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 50 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 50 years and then destroy.

Computer data files: For records beginning in 1984 and continuing to the present. Retain in Office for 2 years after put to Computer Output Microfiche and then erase.

Computer output microfiche master: Retain in Office for 50 years and then destroy.

AGENCY: Ogden School District (Utah). Office of Personnel and Staff Support Services

SERIES: 84190

TITLE: Salary data books

(continued)

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. This report is seen as the most valuable salary record. It is used for reference and planning purposes.