

Retention and Classification Report

Agency: Carbon County School District (Utah) (236)

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Price, UT 84501
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Records Officer: Darin Lancaster

09649	Accounts payable audit
09652	Accounts payable check register
09651	Financial reports
22054	Payroll posting report
09653	Payroll register
15318	Personnel records
25297	Publications
24199	Receipt distribution report
09654	Retirement and distribution report
25888	School board minutes
03736	School land applications register
19028	Transaction summary reports
15317	Withdrawn student records

AGENCY: Carbon County School District (Utah)

SERIES: 9649

3

TITLE: Accounts payable audit

DATES: 1989-

ARRANGEMENT: Numerical by program or location code

DESCRIPTION:

This report documents account payable. The report shows item description, transaction type, date posted, and check number.

RETENTION:

Retain 4 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 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 9652

3

TITLE: Accounts payable check register

DATES: 1989-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

This is a check Payment Register for the Carbon School District it shows the check number, vendor number, Name Description, Invoice and the amount of the check.

RETENTION:

Retain 7 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 7 years or until microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: Retain in State Records Center for 7 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 7 years and then destroy.

AGENCY: Carbon County School District (Utah)

SERIES: 9652

TITLE: Accounts payable check register

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 31.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 9651

3

TITLE: Financial reports

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

This monthly budget report is prepared by the business administrator for the school board in accordance with UCA 53A-19-108 (1995). The report includes amounts of all budget appropriations, disbursements from the appropriation, and percentage of disbursement, and reporting date. The report usually becomes part of the School Board Minutes.

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.

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

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 3, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 22054

3

TITLE: Payroll posting report

DATES: 1999-

ARRANGEMENT: Chronological, thereunder alphabetical by name

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 58 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.

Computer output microfiche master: Retain in State Records Center for 58 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 58 years and then destroy.

AGENCY: Carbon County School District (Utah)

SERIES: 22054

TITLE: Payroll posting report

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 18.

Disposition based on value of historical records of payroll for one year.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Carbon County School District (Utah)

SERIES: 9653

3

TITLE: Payroll register

DATES: 1989-

ARRANGEMENT: Numerical by social security number

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 58 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 for 3 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 58 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 58 years and then destroy.

AGENCY: Carbon County School District (Utah)

SERIES: 9653

TITLE: Payroll register

(continued)

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 6, Item 18.

These records document payroll history for the Carbon County School District.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Carbon County School District (Utah)

SERIES: 15318

3

TITLE: Personnel records

DATES: ca. 1950-

ARRANGEMENT: Alphabetical by surname, thereunder numerical by social security number

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 53 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1998.

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 optically scanned and then transfer to State Records Center. Retain in State Records Center for 53 years and then destroy.

Optical disks: Retain in Office for 53 years and then destroy.

AGENCY: Carbon County School District (Utah)

SERIES: 15318

TITLE: Personnel records

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 14, Item 2.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b)
Protected. Attorney work product

AGENCY: Carbon County School District (Utah)

SERIES: 25297

3

TITLE: Publications

DATES: 1930-

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:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 24199

3

TITLE: Receipt distribution report

DATES: 1999-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 1.00 fiche.

DESCRIPTION:

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

RETENTION:

Retain 4 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.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 20.

AGENCY: Carbon County School District (Utah)

SERIES: 24199

TITLE: Receipt distribution report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 9654

3

TITLE: Retirement and distribution report

DATES: 1989-

ARRANGEMENT: Numerical by social security number

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

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 22.

PRIMARY CLASSIFICATION:

Private

AGENCY: Carbon County School District (Utah)

SERIES: 25888

3

TITLE: School board minutes

DATES: 1917-

ARRANGEMENT: Chronological by meeting date

ANNUAL ACCUMULATION:

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.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Carbon County School District (Utah)

SERIES: 25888

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: Carbon County School District (Utah)

SERIES: 3736

3

TITLE: School land applications register

DATES: 1894-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 19028

3

TITLE: Transaction summary reports

DATES: 1990-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This monthly computer report lists all the district's financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

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.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 24.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County School District (Utah)

SERIES: 15317

3

TITLE: Withdrawn student records

DATES: 1927-

ARRANGEMENT: Alphabetical by student surname, thereunder chronological by date of birth.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are student cumulative files for students where records were neither transferred nor the student graduated. They were used to document the student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. The student may have dropped out of school and will later return.

RETENTION:

Retain 75 years

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

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 Records Center for 75 years and then transfer to State Archives.

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 17.

These records need to be maintained permanently because they include the official transcript which proof that an individual attended school.

AGENCY: Carbon County School District (Utah)

SERIES: 15317

TITLE: Withdrawn student records

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99