

# Retention and Classification Report

**Agency:** Box Elder County School District (Utah). Department of Business Administration (2608)  
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Brigham City, UT 84302  
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**Records Officer:** Rodney Cook

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**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14687

3

**TITLE:** Accounts payable

**DATES:** 1907-

**ARRANGEMENT:** Alphabetical by type (utility, school lunch, general), thereunder vendor's name.

**DESCRIPTION:**

These records are used to pay school district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Accounts payable, GRS-1305.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14723

3

**TITLE:** Annual budget

**DATES:** 1907-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1993). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1993)).

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14748

3

**TITLE:** Annual financial report

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Annual financial and program statistical reports report completed by the district's business office for the previous fiscal year and submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-403 (1994). These reports are used to create the Office of Education's annual report and to determine allotted funds due to the school district.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the school business official.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14748

**TITLE:** Annual financial report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14729

3

**TITLE:** Annual public school enrollment report

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder alphabetical by school name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Computer report completed on student enrollment as of October 1, used to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program while elementary school information is updated by the district. The Office of Education prints the report and sends it to the district to make necessary corrections. Includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14729

**TITLE:** Annual public school enrollment report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14750

3

**TITLE:** Annual statistical report

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

An annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels, used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, dropouts, fee waivers, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees. The third part reports on all adult and community school programs.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14750

**TITLE:** Annual statistical report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14171

3

**TITLE:** Audit reports

**DATES:** 1923-

**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 (1991)). 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) (1991)).

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14171

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14683

3

**TITLE:** Bids and quotes

**DATES:** 1940-

**ARRANGEMENT:** Chronological, alphabetical by subject

**DESCRIPTION:**

These files contain formal proposals submitted in response to the bidding process to provide products or services to the school district by a private vendor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9655

3

**TITLE:** Budget distribution reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name or numerical by account number

**DESCRIPTION:**

This monthly computer printout monitors program budgets. The report comes in two sections: an alphabetical listing by employee's name and a numerical listing by account code. Both reports include the following information: names of employees, social security numbers, account numbers, current amount paid, total paid amount month-to-date, quarter-to-date amount paid, and fiscal year-to-date amount paid. The school district is on the the Office of Education computer system.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

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

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:**

These records have administrative, and/or fiscal value(s). This disposition is based on the fiscal needs expressed by the district's accountant. These reports are audited.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9655

**TITLE:** Budget distribution reports

(continued)

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14724

3

**TITLE:** Budget working papers

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**DESCRIPTION:**

These files contain working papers used to assist in the preparation of the school district budget and to justify budget requests presented to the school board. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after close of calendar year covered by the budget and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14731

3

**TITLE:** Deeds and abstracts of titles

**DATES:** 1907-

**ARRANGEMENT:** Alphabetical by school name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Deeds and abstracts of titles owned by the district, used to reference information on individual schools and other school property. Includes the official copy of district deeds, abstract of titles, and water rights. These records are recorded with the county recorder and are available there permanently.

**RETENTION:**

Until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office until property sold and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14730

3

**TITLE:** Directories

**DATES:** 1932-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on both the administrative and historical value of documenting persons working for the district.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14730

**TITLE:** Directories

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9656

3

**TITLE:** Financial reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by account number

**ANNUAL ACCUMULATION:** 1.10 cubic feet.

**DESCRIPTION:**

This monthly computer report is a summary of the district's financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, balance sheet accounts and revenues (local, state, and federal). The report includes account number, description number, description, current month expenditures/receipts, budget, year-to-date expenditures/receipts, and budget balance. The school district is on the the Office of Education's computer system.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

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

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:**

These records have administrative, and/or fiscal value(s). This disposition based on the administrative and financial needs expressed by the district's accountant.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9656

**TITLE:** Financial reports

(continued)

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14756

1

**TITLE:** Five year leave data sheets

**DATES:** 1970-2015.

**ARRANGEMENT:** Alphabetical by employee name

**DESCRIPTION:**

This is a five year-record of all leave taken by district employees. It includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until form completed and then transfer to Personnel Office.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14681

3

**TITLE:** Fixed asset inventory

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by location

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Key punch sheets listing all school district property valued over \$500 and serial numbered equipment, reviewed by auditor. Includes description, cost, date purchased, location, vendor name, and depreciation.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the business administrator.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9660

3

**TITLE:** General ledger journal

**DATES:** 1978-

**ARRANGEMENT:** Chronological, thereunder numerical by journal number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry. Each monthly printout supersedes the previous report. The year-end report is received annually on computer output microfiche after the end of the fiscal year. The school district is on the Office of Education's computer system.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month 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 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative and fiscal needs expressed by the district's accountant.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9660

**TITLE:** General ledger journal

(continued)

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14758

3

**TITLE:** General liability accident report

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by location

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Accident report form completed and sent to the district's insurance carrier on accident's where a student was seen or treated by a medical provider (or absent for more than one-half day) or where school liability is an issue. . Includes policyholder name, address, and telephone number; accident's date, time, location, first notification, and name of person making notification; description of accident or occurrence; injured person's name, marital status, age, address, telephone number(s); nature and extent of injuries; name of doctor or hospital; probable cause of accident or occurrence; property damage; names, addresses, and telephone numbers of witnesses; name, position, and telephone number of person completing form; name of person reporting incident; name of person receiving report; date; signature of person completing report; and any remarks.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1995

**FORMAT MANAGEMENT:**

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

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14758

**TITLE:** General liability accident report

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the administrative needs expressed by the business official.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14726

1

**TITLE:** General obligation bonds

**DATES:** 1907-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the county for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the county legislative body (UCA 17-17-1 (2010)).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being paid and cancelled and then destroy.

Computer data files: Retain in Office for 1 year after being paid and cancelled and then delete.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14757

3

**TITLE:** Health and accident insurance enrollment record

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Application forms completed by district employees enrolling into health and accident insurance. The original is sent to the insurer. Includes district name; specific job title; date of employment; policy number; employee name, social security number, address, birthdate, telephone number(s); beneficiary and contingent beneficiary and relationships; information on other insurance and employment; information of coverage requested; optional waiver of group insurance; listing of family members to be covered containing name, sex, birthdates, physicians names and addresses; employee's signature authorizing deductions for insurance; date; effective date and approval signature.

**RETENTION:**

Until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office until insurer changed or employee termination and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14757

**TITLE:** Health and accident insurance enrollment record

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14684

3

**TITLE:** Invoices

**DATES:** 1907-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Billings for goods and services provided by the school district, used to serve as backup for payment. Two copies of the invoice are sent and one is returned with the payment. Includes the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the business official. These records are not audited. The receipt is seen as the official document for all payments received.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9658

3

**TITLE:** Journal entry report

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule General journal entry report, GRS-1315.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9659

3

**TITLE:** Prior payment report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded 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 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district's accountant.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 9659

**TITLE:** Prior payment report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14686

3

**TITLE:** Purchase order

**DATES:** ca. 1907-

**ARRANGEMENT:** Numerical by purchase order number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are forms authorizing the order to purchase supplies or equipment by the school district. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Purchase orders, GRS-184.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Paper copy: Retain in Office for 1 year or until administrative use ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14745

3

**TITLE:** Quarterly withheld federal income tax records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14682

1

**TITLE:** Receipts

**DATES:** ca. 1940-

**ARRANGEMENT:** Numerical by receipt number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are receipts issued for money received into school district accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14688

3

**TITLE:** Requisitions

**DATES:** ca. 1930-

**ARRANGEMENT:** Numerical by requisition number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are accounting requests from school or department for goods purchased or services rendered.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Interdepartmental billings, GRS-1317.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14728

3

**TITLE:** Student injury report

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Report completed by school personnel immediately after a severe student injury and a copy is submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. Includes child's and parent's names; district name and number; and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; contributing factors; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the district and meets the four year malpractice statute of limitation provisions (UCA 78-14-1 (1993)). The state's copy is retained for five years.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14728

**TITLE:** Student injury report

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14725

3

**TITLE:** Tax rate summary sheets

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Report forms submitted to the county auditor reporting on desired tax levies for property taxes. Includes proposed tax rate worksheet, tax rate summary, a certified tax rate worksheet, and a budget affidavit.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14747

3

**TITLE:** Uniform school budget report

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Comparative financial data report submitted to the State Office of Education, who then creates the annual budget on funding levels and expenditures for education in Utah. Includes a summary statement of revenues, expenditures, and changes in unappropriated fund balances, unrestricted grants-in-aid, minimum school programs, uniform school district budget reports broken down by expenditures, revenues, funds, and sources, as well as information concerning property tax.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14747

**TITLE:** Uniform school budget report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14685

3

**TITLE:** Vendor list

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a list of vendors providing goods and services to the school district. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

**RETENTION:**

Until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14727

3

**TITLE:** Worker's Compensation Employee's first report of injury

**DATES:** 1960-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Required by the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1994).to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each school and district office completes and sent to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to Workers Compensation within seven days as prescribed by law.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the district's business administrator.

**AGENCY:** Box Elder County School District (Utah). Department of Business Administration

**SERIES:** 14727

**TITLE:** Worker's Compensation Employee's first report of injury

(continued)

**PRIMARY DESIGNATION:**

Private