Retention and Classification Report

Agency: Salt Lake City School District (Utah). Public School Teachers Retirement Commission (3216)
(obsolete agency)
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Records Officer Britta Barney

25149 *Audit reports
25140 *Commission records
25123 *Public school teacher's retirement commission minute books

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25149 3

TITLE: Audit reports

DATES: 1925, 1928, 1929, 1946, 1948.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the Commission's financial activities for the previous 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 (1995)). These are reports prepared by external auditors examining and verifying the school district's financial activities for the previous 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 (1995)).

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 4.

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.

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25149

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25140 3

TITLE: Commission records

DATES: 1907-1923.

ARRANGEMENT: no order

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

This series consists of documents relating to the duties of the Commission. They are used to document the actions of the Commission in determining the eligibility of teachers in receiving a pension and the amount approved. The process begins with submission of the retirement application and any supplemental materials. The records include the initial petition requesting the creation of the Commission, a copy of the Utah statute governing commissions, teachers' lists, related correspondence, reports, and certificates.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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 until until administrative needs and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value in documenting teachers and teaching in the Salt Lake City School District. It provides the first examination of determining retirement benefits within the district.

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25140

TITLE: Commission records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25123 3

TITLE: Public school teacher's retirement commission minute books

DATES: 1908-1951.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These two books consists of commission minutes, correspondence, general reports, financial reports, memoranda, and photographs concerning the operations of the Public school teacher's Retirement Commission. The Commission was responsible for reviewing applications on whether individual teachers would be granted a pension. The first volume (1908-1927) consists solely of the minutes of the meetings of the Commission. The second volume (1927-1951) contains other records including correspondence, reports, and memoranda.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

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

AGENCY: Salt Lake City School District (Utah). Public School Teachers Retirement Commission

SERIES: 25123

TITLE: Public school teacher's retirement commission minute books

(continued)

PRIMARY CLASSIFICATION:

Public