Retention and Classification Report

Agency: Iron County School District (Utah) (539)

2077 West Royal Hunt Drive Cedar City, UT 84720 435-586-6516

Records Officer

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AGENCY: Iron County School District (Utah)

SERIES: 23623

TITLE: Annual budget reports
DATES: 1917-1920; 1925-1950.
ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These are annual reports of the school district's budget. They appear to have been created for internal purposes of the district and school board. They include the dates, comparisons between actual expenditures and budgeted amounts, and any related comments.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical

This disposition is based on the record series secondary research value. The reports for 1917-1920 are the district's sole surviving financial report for this period. The school board

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AGENCY: Iron County School District (Utah)

SERIES: 23623

TITLE: Annual budget reports

(continued)

minutes do not survive for most of the period these reports

cover.

PRIMARY CLASSIFICATION:

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AGENCY: Iron County School District (Utah)

SERIES: 23622

TITLE: Audit reports
DATES: 1923-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality'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 (1997)). 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)(a) (1997)).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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AGENCY: Iron County School District (Utah)

SERIES: 23622

TITLE: Audit reports

(continued)

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.

PRIMARY CLASSIFICATION:

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

Page: 5

AGENCY: Iron County School District (Utah)

SERIES: 9668

TITLE: Distribution report

VARIANT Distribution reports by name

Distribution report by account code

DATES: 1978-

ARRANGEMENT: Alphabetical by name and numerical by account number

ANNUAL ACCUMULATION:

DESCRIPTION:

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

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 1 week 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.

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AGENCY: Iron County School District (Utah)

SERIES: 9668

TITLE: Distribution report

(continued)

APPRAISAL:

Administrative Fiscal

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

This retention is based on the fiscal needs expressed by the districts accountant. These reports are audited.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. social security numbers

Page: 7

AGENCY: Iron County School District (Utah)

SERIES: 23621

TITLE: District directories

DATES: 1917- 1935; 1940-1942; 1945-1960; 1969-1980; 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are directories of all district teachers and later all district staff. The first directories are only stapled sheets of paper and included name of teacher, teaching assignment, school address, grade or department taught, years of experience, and type of teaching certificate. Later directories became booklets and then bound books. They include name, district office or school, position title, business address and telephone number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

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AGENCY: Iron County School District (Utah)

SERIES: 23621

TITLE: District directories

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 3.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. home address and telephone number (UCA 63G-2-302(1)(f)

Page: 9

AGENCY: Iron County School District (Utah)

SERIES: 9667

TITLE: Monthly retirement reports

DATES: 1984-

ARRANGEMENT: Numerical by location code, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a monthly computer report on information sent to the State Retirement Office. It is used to verify funds contributed to the State retirement system. It includes social security numbers, members names, monthly earnings, earnings subject to retirement, deductions from pay check, contributions by employer for employee, retirement deposits, salary deferred stock fund, salary deferred 401(k) fund, and contribution of employer to 401(k) fund.

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 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 56 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 56 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah School Districts General
Retention Schedule, Schedule 6, Item 22.

This retention is based on the administrative needs expressed by the district's business official.

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AGENCY: Iron County School District (Utah)

SERIES: 9667 TITLE: Monthly retirement reports

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PRIMARY CLASSIFICATION:

Private

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AGENCY: Iron County School District (Utah)

SERIES: 9665

TITLE: Payroll registers

DATES: 1960-

ARRANGEMENT: Numerical by location code, thereunder by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This computer printout is a complete record of the payment of all district employees. It is printed semi-monthly and sometimes more often for special payments. Classified employees are paid semi-weekly and certified employees are paid monthly. The district is on the Office of Education computer system. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current gross, gross pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay.

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

Microfilm master: Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1984 and continuing to the present. Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then

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AGENCY: Iron County School District (Utah)

SERIES: 9665

Payroll registers TITLE:

(continued)

destroy.

APPRAISAL:

Administrative

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

This disposition is based on the administrative needs expressed by the district's Business Official. The Payroll register

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301 (1)(b) (2008)

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AGENCY: Iron County School District (Utah)

SERIES: 25276

TITLE: Publications DATES: 1976-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Iron County school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

Holdings include Notice of Sale for School Building Bonds (1976).

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:

Administrative Historical

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

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

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AGENCY: Iron County School District (Utah)

SERIES: 23624

TITLE: School board minutes

DATES: 1941-

ARRANGEMENT: Chronological ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular and special meetings of the School Board. 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. The Iron County School District was consolidated in 1915. The minutes from 1915-1941 were destroyed when a storage facility burned.

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

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AGENCY: Iron County School District (Utah)

SERIES: 23624

TITLE: School board minutes

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APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

PRIMARY CLASSIFICATION:

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AGENCY: Iron County School District (Utah)

SERIES: 23620

TITLE: Superintendent's reports

DATES: 1916-1917; 1926-1927; 1929; 1932; 1934; 1937; 1944.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These annual reports were submitted by the district's superintendent to the School Board. They are narrative reports describing the year's activities. The reports include the year, a description of activities, and some statistics on student enrollment and schools. Only a fragment of these annual reports have survived.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

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AGENCY: Iron County School District (Utah)

SERIES: 23620

TITLE: Superintendent's reports

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 3.

PRIMARY CLASSIFICATION:

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3

AGENCY: Iron County School District (Utah)

SERIES: 9666

Transactional summary TITLE:

VARIANT AP audit AP Audit

DATES: 1978-

ARRANGEMENT: Chronological, thereunder numerical by code

TOTAL VOLUME: DESCRIPTION:

> This monthly computer report lists all district 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.

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

Computer output microfiche master: Retain in Office for 4 years or until superseded and then destroy.

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

APPRAISAL:

Administrative Fiscal

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

This retention is based on the administrative needs expressed by the district's Business Official.

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AGENCY: Iron County School District (Utah)

SERIES: 9666 TITLE: Transactional summary

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PRIMARY CLASSIFICATION: