

Retention and Classification Report

Agency: Iron County School District (Utah) (539)
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Cedar City, UT 84720
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Records Officer: Cori Hyatt

23623 *Annual budget reports
23622 Audit reports
09668 Distribution report
23621 District directories
09667 Monthly retirement reports
09665 Payroll registers
25276 Publications
23624 School board minutes
23620 *Superintendent's reports
09666 Transactional summary

AGENCY: Iron County School District (Utah)

SERIES: 23623

3

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.

AGENCY: Iron County School District (Utah)

SERIES: 23623

TITLE: Annual budget reports

(continued)

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 minutes do not survive for most of the period these reports cover.

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 23622

3

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.

AGENCY: Iron County School District (Utah)

SERIES: 23622

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Office permanently.

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)

AGENCY: Iron County School District (Utah)

SERIES: 9668

3

TITLE: Distribution report

DATES: 1978-

ARRANGEMENT: Alphabetical by name and numerical by account number

ANNUAL ACCUMULATION:

DESCRIPTION:

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date 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.

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

AGENCY: Iron County School District (Utah)

SERIES: 23621

3

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.

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))

AGENCY: Iron County School District (Utah)

SERIES: 9667

3

TITLE: Monthly retirement reports

DATES: 1984-

ARRANGEMENT: Numerical by location code, thereunder alphabetical by surname

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 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.

AGENCY: Iron County School District (Utah)

SERIES: 9667

TITLE: Monthly retirement reports

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Iron County School District (Utah)

SERIES: 9665

3

TITLE: Payroll registers

DATES: 1960-

ARRANGEMENT: Numerical by location code, thereunder by name

ANNUAL ACCUMULATION:

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.

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 destroy.

AGENCY: Iron County School District (Utah)

SERIES: 9665

TITLE: Payroll registers

(continued)

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)

AGENCY: Iron County School District (Utah)

SERIES: 25276

3

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:

Public

AGENCY: Iron County School District (Utah)

SERIES: 23624

3

TITLE: School board minutes

DATES: 1941-

ARRANGEMENT: Chronological

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

AGENCY: Iron County School District (Utah)

SERIES: 23624

TITLE: School board minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Iron County School District (Utah)

SERIES: 23620

3

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:

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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.

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:

Public

AGENCY: Iron County School District (Utah)

SERIES: 9666

3

TITLE: Transactional summary

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 destroy.

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.

AGENCY: Iron County School District (Utah)

SERIES: 9666

TITLE: Transactional summary

(continued)

PRIMARY CLASSIFICATION:

Public