Retention and Classification Report

Agency: Kane County School District (Utah) (565)

746 South 175 East
Kanab, UT 84741
435-644-2469

Records Officer Cary Reese

24258	Annual audit
24253	* School Board correspondence
24252	School board minutes
24256	* Superintendent's annual reports
24257	* Teacher's annual reports
27661	* Valley High School yearbook

AGENCY: Kane County School District (Utah)

SERIES: 24258 3
TITLE: Annual audit
DATES: 1922-
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 (1995)). 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) (1995)).

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Kane County School District (Utah)

SERIES: 24258
TITLE: Annual audit

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Kane County School District (Utah)

SERIES: 24253 3
TITLE: School Board correspondence
DATES: 1915-1917.
ARRANGEMENT: Chronological.
TOTAL VOLUME: 0.20 cubic feet.
DESCRIPTION:

These are official decision-making correspondence. These are the earliest surviving letters of the district. They document the consolidation and creation of the Kane County School plus daily activities. They include the incoming and outgoing letters.

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 Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 6.

AGENCY: Kane County School District (Utah)

SERIES: 24253
TITLE: School Board correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Kane County School District (Utah)

SERIES: 24252 3
TITLE: School board minutes
DATES: 1915-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kane County School District (Utah)

SERIES: 24252
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: Kane County School District (Utah)

SERIES: 24256 3
TITLE: Superintendent's annual reports
DATES: 1933-1951.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These are statistical reports on both the financial affairs and district student enrollment created by the School Superintendent and submitted to the School Board and the Utah Superintendent of Public Instruction. These reports include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

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 duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Kane County School District (Utah)

SERIES: 24256
TITLE: Superintendent's annual reports

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Kane County School District (Utah)

SERIES: 24257 3
TITLE: Teacher's annual reports
DATES: 1951-1953.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are the handwritten reports of individual school teachers in the Kane County School District for two school years (1951-1952, 1952-1953). They include the school year, name of teacher and school, and summary report of year's activities. Some reports include individual student evaluations.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2003.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

AGENCY: Kane County School District (Utah)

SERIES: 24257
TITLE: Teacher's annual reports

(continued)

APPRAISAL:
Historical

This disposition is based solely on the records documenting the performance of individuals schools and classes in Kane County.

PRIMARY CLASSIFICATION:
Private

AGENCY: Kane County School District (Utah)

SERIES: 27661 3
TITLE: Valley High School yearbook
DATES: 1966.
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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 19, Item 59.

Yearbooks provide historical information on the students, faculty and activities of a school.

PRIMARY CLASSIFICATION:

Public