

Retention and Classification Report

Agency: Logan School District (Utah) (595)
101 West Center Street
Logan, UT 84321
435-752-1811

Records Officer: Susanne Kuresa

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AGENCY: Logan School District (Utah)

SERIES: 22406

3

TITLE: Administrative records

DATES: 1876; 1885-1890; 1901-1931; 1941-1944.

ARRANGEMENT: None

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records document the development of the Logan City School District. They contain various types of records, but consist largely of records documenting the purchase of property (e.g., contracts, agreements, deeds, warranty deeds) and the bidding process for the construction of school buildings. They also include correspondence (i.e., an 1876 letter from a teacher complaining on not getting paid); information on school board members (i.e., oaths of office); school census statistics (1922); annual financial reports (1886-1890, 1917-1924); workman's compensation policies (1931); etc.

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 02/01/2000.

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

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the

AGENCY: Logan School District (Utah)

SERIES: 22406

TITLE: Administrative records

(continued)

agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 22313

3

TITLE: Audit reports

DATES: 1917-

ARRANGEMENT: Chronological

TOTAL VOLUME:

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 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: Logan School District (Utah)

SERIES: 22313

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in State Archives permanently 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.

PRIMARY CLASSIFICATION:

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

AGENCY: Logan School District (Utah)

SERIES: 22972

1

TITLE: Financial journals

DATES: 1885-1950.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Logan School District (Utah)

SERIES: 22973

1

TITLE: General ledgers

DATES: 1880-1919.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Logan School District (Utah)

SERIES: 23202

1

TITLE: Letterbook

DATES: 1902-1907.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This letterbook records written by the Logan School District.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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:

Historical

AGENCY: Logan School District (Utah)

SERIES: 23202

TITLE: Letterbook

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 22974

TITLE: Minutes of the Examining Board and Teacher's Certificates

DATES: 1908-1930.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

1

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

AGENCY: Logan School District (Utah)

SERIES: 27240

3

TITLE: Personnel records

DATES: 1930-

ARRANGEMENT: Chronological by estimated last year of employment, thereunder alphabetical

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are the personnel files for all district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

AGENCY: Logan School District (Utah)

SERIES: 27240

TITLE: Personnel records

(continued)

APPRAISAL:

Administrative This disposition is based on Utah School Districts
General Retention Schedule, Schedule 14, Item 1.

Personnel files are kept for administrative purposes.

PRIMARY CLASSIFICATION:

Private

AGENCY: Logan School District (Utah)

SERIES: 1821

3

TITLE: Publications

DATES: 1930-1959.

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are publications of the Logan City School District. They include the following: Annual report (1930-31); Annual audit (1951, 1952, 1953); Audit of the Logan Junior High (1953); Report of the paraprofessional helpers in a language arts program at Logan City High School (1959)(2 copies); Logan Senior High -- Use of Professionals in a language arts program (1958); Logan Looks at Her Schools: Report of the survey of the Logan City Public Schools (1951) (2 copies).

RETENTION:

Retain Permanent. In Archives custody.

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 State Archives permanently with authority to weed.

APPRAISAL:

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.

AGENCY: Logan School District (Utah)

SERIES: 1821

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Logan School District (Utah)

SERIES: 22312

3

TITLE: School board minutes

DATES: 1872-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

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 until microfilmed.

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 with authority to weed.

AGENCY: Logan School District (Utah)

SERIES: 22312

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: Logan School District (Utah)

SERIES: 25519

3

TITLE: Special education student files

DATES: 1997-

ARRANGEMENT: Chronological by student's last date of service, thereunder alphabetical by student's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300.560-300.577 (2003). The records are required to receive federal and state special education funding. Services can be discontinued when student is reclassified as no longer needing special education services, the student moves, or refuses the services. They contain various reports and completed forms including individual education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys, parent information, third party information, placement documents, refusal of services forms, and other legal documents required by federal regulations and state rules to verify a student's disability and need for special education services.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/2004.

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 year after last date of special education received and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Logan School District (Utah)

SERIES: 25519

TITLE: Special education student files

(continued)

APPRAISAL:

Administrative Legal

This disposition is based on the legal requirements specified in 34 CFR 300.562 (2004) and the recommendations of the State Office of Education. A student can receive special education services until the age of twenty-one.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 300.562 (2008); 34 CFR 99 (2008)

AGENCY: Logan School District (Utah)

SERIES: 26563

3

TITLE: Student cumulative files

DATES: 2002-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called student cumulative cards.

RETENTION:

Retain 6 years after graduation.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

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 year after graduation and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided official transcript has been pulled and retained.

AGENCY: Logan School District (Utah)

SERIES: 26563

TITLE: Student cumulative files

(continued)

APPRAISAL:

Administrative This disposition is based on Utah School Districts
General Retention Schedule, Schedule 17, Item 2.

PRIMARY CLASSIFICATION:

Exempt Family Educational Rights and Privacy Act 20 U.S.C.1232g
(2008); 34 CFR part 99 (2008)