

# Retention and Classification Report

**Agency:** Morgan County School District (Utah) (663)  
240 East Young Street  
Box 530  
Morgan, UT 84050  
435-829-3411

**Records Officer:** Lara Bartol

06949 School board minutes  
14047 \*Student records  
10218 United States Department of Agriculture commodity food acc

**AGENCY:** Morgan County School District (Utah)

**SERIES:** 6949

3

**TITLE:** School board minutes

**DATES:** 1880-

**ARRANGEMENT:** Chronological

**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.

**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 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.

**APPRAISAL:**

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

**AGENCY:** Morgan County School District (Utah)

**SERIES:** 6949

**TITLE:** School board minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Morgan County School District (Utah)

**SERIES:** 14047

3

**TITLE:** Student records

**DATES:** 1950-1975.

**ARRANGEMENT:** alphabetical by student surname

**DESCRIPTION:**

**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.

**AGENCY:** Morgan County School District (Utah)

**SERIES:** 10218 3

**TITLE:** United States Department of Agriculture commodity food acceptance sheet

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These sheets are received monthly by the district's lunch supervisor from the Office Education Child Nutrition Program. They notify the district of foods to be received from the United States Department of Agriculture for the following month. The sheets include date, allocation number, description of commodity, estimated delivery date, date any difference must be received, names of recipient centers, quantity allocated, quantity accepted, name of recipient center, authorized signature, and date.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 12, Item 2.

**AGENCY:** Morgan County School District (Utah)

**SERIES:** 10218

**TITLE:** United States Department of Agriculture commodity food acceptance sheet

(continued)

**PRIMARY CLASSIFICATION:**

Public