Retention and Classification Report

Agency: Nebo School District (Utah) (689)

350 South Main
Spanish Fork, UT 84660
801-354-7400

Records Officer Tracy Olsen

83967	Attendance accounting printouts
27663	* Kindergarten Guide
84708	Official transcripts
11857	* Payroll reports
11858	* Payroll warrants
25294	Publications
25172	Special education student records

AGENCY: Nebo School District (Utah)

SERIES: 83967 3
TITLE: Attendance accounting printouts

DATES: 1978-
ARRANGEMENT: alphabetical by name of school, thereunder by grade
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This computer printout contains totals of student attendance. It is used for reports submitted to the Office of Education for funding purposes. The information is compiled from the actual roll books. It is printed after the completion of each term and contains year-to-date information. It includes: student number, name, sex, number of days attended by term, entry date and withdrawal date.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 09/1989

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 audit and then destroy.

APPRAISAL:

Administrative
This retention is based on the administrative needs expressed by the department. This information is compiled in the annual report on district enrollment.

AGENCY: Nebo School District (Utah)

SERIES: 83967
TITLE: Attendance accounting printouts

(continued)

AGENCY: Nebo School District (Utah)

SERIES: 27663 3
TITLE: Kindergarten Guide
DATES: 1967.
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Provided as a guide for the identification of early performance of each child and the prevention of potential problems. The report evaluates their functioning level and makes recommendations for placement in a planned learning system.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2011

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

Administrative Historical
Disposition based on value of records documenting the history and activities through its publications. Provided as a guide for the identification of early performance of each child and the prevention of potential problems with recommendations.

AGENCY: Nebo School District (Utah)

SERIES: 27663
TITLE: Kindergarten Guide

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Nebo School District (Utah)

SERIES: 84708 3
TITLE: Official transcripts
DATES: 1905-
ARRANGEMENT: chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. It also includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative
The transcript is critical for verification purposes not only for admission to college and employment, but for student who have not graduated for readmission to high school. It has potential for

AGENCY: Nebo School District (Utah)

SERIES: 84708
TITLE: Official transcripts

(continued)

being important for educational research.

AGENCY: Nebo School District (Utah)

SERIES: 11857 3
TITLE: Payroll reports
DATES: 1920-1960.
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

Payroll for individual schools showing employee's name, position, attendance, salary, deductions, amount due, and warrant number. Also shows amounts paid to male teachers and to female teachers. Certified by the principal.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 6, Item 18.

AUTHORIZED: 03/25/2003

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 for 30 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then destroy.

APPRAISAL:

AGENCY: Nebo School District (Utah)

SERIES: 11857
TITLE: Payroll reports

(continued)

PRIMARY CLASSIFICATION:
Private

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

AGENCY: Nebo School District (Utah)

SERIES: 11858 3
TITLE: Payroll warrants
DATES: 1960-1961.
ARRANGEMENT: numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Display of earnings, deductions, and taxes, providing net income, warrant or direct deposit information. These documents are prepared and used for payroll disbursement. Duplicate payroll warrants #6288-12567, between the Payson Office of the First Security Bank and the Treasurer of the Board of Education Nebo School District, Spanish Fork.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02/25/1993

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.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Nebo School District (Utah)

SERIES: 25294 3
TITLE: Publications
DATES: 1970-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Nebo 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 "Middle School Evaluation Report" (1970), "Migrant Education" (1970), and Official Statement for building bonds (1978).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/02/2009

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

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

AGENCY: Nebo School District (Utah)

SERIES: 25294
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Nebo School District (Utah)

SERIES: 25172 3
TITLE: Special education student records
DATES: 1976-Present
ARRANGEMENT: Chronological by graduation year, thereunder alphabetical by student's name.
TOTAL VOLUME: 2.00 cubic feet.
DESCRIPTION:

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300(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, graduates, or refuses the services. These student folders contain various reports and completed forms including individualized 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. The student's official transcript is not part of these records.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2003

AGENCY: Nebo School District (Utah)

SERIES: 25172
TITLE: Special education student records

(continued)

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 or ineligibility and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal
This retention is based on the federal requirements expressed in 34 CFR 300.

PRIMARY CLASSIFICATION:
Exempt 34 CFR 300.562: 34 CFR 99 (2008)