

Retention and Classification Report

Agency: Provo City School District (Utah) (808)

280 West 940 North
Provo, UT 84604
801-373-6301

Records Officer: Stefanie Bryant

01851 *Account books
07423 Accounts payable
27588 Accounts payable, invoices, and journal entries
01820 Administrative records
83027 Audit reports
17464 *Boundary survey cards
26641 Business storage
10573 *Carousel and Girl's Group Home official transcripts
26647 District injury reports
84449 Elementary and middle school non-transferred student files
01823 *Financial register
14034 *Financial statements
84542 *Foreign students cumulative student files
28582 *Grandview School P.T.A. history books
27549 Grandview School Student of the Year plaques
27550 Grandview School class photos
27548 Grandview School histories
06366 Minute books
14032 *Minutes
26646 Monthly financial reports
84671 Official transcripts
19885 *Parkview School and miscellaneous official transcripts
83026 Payroll records
25275 Publications
12995 *School census
13493 *School reports and census
83037 Special education student records
84669 Student attendance class rolls
84670 Student cumulative record
01848 *Teachers examining board record book
84790 Teachers' personnel files

27658 Timpanogos School P.T.A. scrapbook
27657 Timpanogos School class photos
27656 Timpanogos School history book
27644 Timpanogos School registers
84791 University teacher recommendation packets

AGENCY: Provo City School District (Utah)

SERIES: 1851

3

TITLE: Account books

DATES: 1876-1891.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Provo City School District (Utah)

SERIES: 7423

3

TITLE: Accounts payable

DATES: 1987-

ARRANGEMENT: Numerical by vendor number

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

these are records used to pay school districts bills. These files consist of a copy of the checks, invoices, purchase orders, receiving reports and requisitions.

RETENTION:

Retain 4 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 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 1.

AGENCY: Provo City School District (Utah)

SERIES: 7423

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27588

3

TITLE: Accounts payable, invoices, and journal entries

DATES: 2006-

ARRANGEMENT: Chronological by fiscal year thereunder alphabetical by name

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

Records in this series are used in daily accounting, check back up, and fiscal year-end data. They provide back-up documentation. Records include accounts payable invoices, reports, monthly reconciliations, and journal entries.

RETENTION:

Retain 4 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 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Fiscal This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 1.

Records in this series have limited fiscal value and may be destroyed according to the approved retention schedule.

AGENCY: Provo City School District (Utah)

SERIES: 27588

TITLE: Accounts payable, invoices, and journal entries

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 1820

3

TITLE: Administrative records

DATES: 1933-1959

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Provo City School District (Utah)

SERIES: 83027

3

TITLE: Audit reports

DATES: 1940-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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

AGENCY: Provo City School District (Utah)

SERIES: 83027

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: Provo City School District (Utah)

SERIES: 17464

1

TITLE: Boundary survey cards

DATES: 1995.

ARRANGEMENT: Alphabetical by school name

TOTAL VOLUME: 0.25 cubic feet.

DESCRIPTION:

Post cards distributed to students' parents, used to survey opinions on district's new middle school boundaries. Includes feelings and preferences concerning boundaries, and in some cases name, address, telephone number of person completing survey.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

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 for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district office.

AGENCY: Provo City School District (Utah)

SERIES: 17464

TITLE: Boundary survey cards

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Provo City School District (Utah)

SERIES: 26641

3

TITLE: Business storage

DATES: 2003-

ARRANGEMENT: Numerical by record numbers

TOTAL VOLUME:

DESCRIPTION:

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

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 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 34.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 10573

3

TITLE: Carousel and Girl's Group Home official transcripts

DATES: 1978-1989.

ARRANGEMENT: Alphabetical by student's name

TOTAL VOLUME:

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

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 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.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

AGENCY: Provo City School District (Utah)

SERIES: 10573

TITLE: Carousel and Girl's Group Home official transcripts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 26647

3

TITLE: District injury reports

DATES: 1999-

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

This series contains injury reports related to both students and employees. These reports are used for documenting injury cases for both risk management purposes as well as worker compensation purposes.

RETENTION:

Retain for 18 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 1 year and then transfer to State Records Center. Retain in State Records Center for 17 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 8, Item 9.

AGENCY: Provo City School District (Utah)

SERIES: 26647

TITLE: District injury reports

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302(1)(b); 63G-2-302(1)(h)

AGENCY: Provo City School District (Utah)

SERIES: 84449

3

TITLE: Elementary and middle school non-transferred student files

DATES: 1975-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are the files of elementary and middle school students who attended school in the Provo School District, but have moved from the district without having their files transferred. These files contain: schools and years attended, classes attended, copies of report cards, health records, and test scores. It is the policy of the district when a student transfers from kindergarten through eighth grade that the student's file is sent to the new district. For high school students only a copy of the file is sent.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 3 years after student leaves district and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the district and reflect a previously approved policy of the Provo School Board.

AGENCY: Provo City School District (Utah)

SERIES: 84449

TITLE: Elementary and middle school non-transferred student files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 1823

3

TITLE: Financial register

DATES: 1875-1896.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Provo City School District (Utah)

SERIES: 14034

3

TITLE: Financial statements

DATES: 1876-1890.

ARRANGEMENT: numerical

ANNUAL ACCUMULATION:

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.

Paper: Retain in State Archives 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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

These are among the few surviving school records from the territorial period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 84542

3

TITLE: Foreign students cumulative student files

DATES: 1978-1989.

ARRANGEMENT: Chronological, thereunder alphabetical by student's name

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/1986.

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 graduation or 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 27550

3

TITLE: Grandview School class photos

DATES: 1953-2007

ARRANGEMENT: Chronological by school year, thereunder by grade.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains official school class photographs along with photos of faculty and staff. Photos from the 1953-54 to the 1969-70 school years are black and white and show individual portraits of each student in the class, along with portraits of the teacher and the principal. Beginning with the 1970-71 school year the photos are all color. Those from the 1970-71 to the 1996-97 school years are group photos, while photos from the years after that are compiled images of individual portraits similar to those from the 1950's and 60's. While personal duplicate copies of these photos would have been available to the students and faculty/staff members pictured in the photos, the particular photos in this series were bound in small albums, one for each school year, and were retained as the official school copy. Many of the individuals in the photos have been identified on the photo or on an accompanying sheet, but in some cases the individuals in the photos are unidentified.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1999.

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.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 46.

These records have historical value as documentation of the students, faculty, and staff of the Grandview School. They also provide documentation of the practice of creating official class and staff photos in the public schools.

AGENCY: Provo City School District (Utah)

SERIES: 27550

TITLE: Grandview School class photos

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27548

3

TITLE: Grandview School histories

DATES: 1949-1989

ARRANGEMENT: Chronological by school year

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains bound annual histories for each school year from when Grandview Elementary School opened in 1949 through the 1988-89 school year. Each volume contains a compilation of items documenting activities of the school year. Items found in the histories include such things as lists of students enrolled, Provo School District annual financial reports, School District staff directories, supply requisition forms, equipment and textbook inventories, miscellaneous correspondence, staff meeting notes, event programs, newspaper clippings, class activity summaries, student signatures, class photos, student teacher introduction forms, and photographs of events.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 43.

This series has historical value as documentation of the operation and activities of a public elementary school.

AGENCY: Provo City School District (Utah)

SERIES: 27548

TITLE: Grandview School histories

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 28582

3

TITLE: Grandview School P.T.A. history books

DATES: 1977-1982.

ARRANGEMENT: Chronological by school year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These books document the events of the year. They are compiled by the school's historian. There is a separate book for each school year. The books contain photographs; newspaper articles; programs for special programs and events; the school newspaper; and short written descriptions of special school activities.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 22.

This series has permanent historical value as documentation of the Grandview School P. T. A. and its involvement with the school. It also contains valuable documentation of faculty, staff, and students.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27549

3

TITLE: Grandview School Student of the Year plaques

DATES: 1987-2008

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains four plaques listing the students who were honored as Student of the Year. Each year during the time period covered by this series an outstanding student in each grade from Kindergarten through Sixth Grade was selected for recognition. The names of the students were added to the plaques and the plaques were presumably displayed in the school as a record of those who had been honored through the years.

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.

Artifacts: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This series has historical value as documentation of the practice of recognizing student achievement in the public schools and of the names of those so recognized.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 6366

3

TITLE: Minute books

DATES: 1882-

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Provo City School District (Utah)

SERIES: 6366

TITLE: Minute books

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 14032

3

TITLE: Minutes

DATES: 1896.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

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 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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Provo City School District (Utah)

SERIES: 14032

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 26646

3

TITLE: Monthly financial reports

DATES: 2006-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

RETENTION:

Retain 5 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 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 34.

AGENCY: Provo City School District (Utah)

SERIES: 26646

TITLE: Monthly financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 84671

3

TITLE: Official transcripts

DATES: 1920-

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. The card 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:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 scanned and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office until administrative need

AGENCY: Provo City School District (Utah)

SERIES: 84671

TITLE: Official transcripts

(continued)

ends and then delete.

Paper: For records beginning in 1998 and continuing to the present. Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative

This transcript is critical for verification purposes not only for both admission to college and employment purposes, but also, for students who have not graduated, for readmission to high school. It has potential for educational research.

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 19885

1

TITLE: Parkview School and miscellaneous official transcripts

DATES: ca. 1963-1975.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Provo City School District (Utah)

SERIES: 83026

3

TITLE: Payroll records

DATES: 1980-

ARRANGEMENT: numerical by pay period; account codes

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/1986.

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.

AGENCY: Provo City School District (Utah)

SERIES: 25275

3

TITLE: Publications

DATES: 1929-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

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.

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 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: Provo City School District (Utah)

SERIES: 25275

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 12995

3

TITLE: School census

DATES: 1952-1969.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during the 1950s, 1960s, and 1970s and were used as an official accounting of children living within the school district boundaries for planning purposes. These time-consuming surveys were discontinued during the 1980s. The cards include date, parents' names and address, children's names, gender, and ages.

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.

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

Paper: Retain in Office permanently and then microfilm.

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

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 9, Item 4.

AGENCY: Provo City School District (Utah)

SERIES: 12995

TITLE: School census

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 13493

3

TITLE: School reports and census

DATES: 1890-1908.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Board of Education reports from Superintendent's Report to School Census (Book "2", 1908).

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.

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

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

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Provo City School District (Utah)

SERIES: 83037

3

TITLE: Special education student records

DATES: 1982-

ARRANGEMENT: Alphabetical by name of student

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. 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 and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/2008.

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 from High School and then microfilm and 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: Provo City School District (Utah)

SERIES: 83037

TITLE: Special education student records

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah School Districts General Retention Schedule, Schedule 16, Item 1.

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 84669

3

TITLE: Student attendance class rolls

DATES: 1920-

ARRANGEMENT: Alphabetical by name of school and teacher

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher in Provo School District. They are used to record student attendance. The rolls contain teacher's name, names of students, name of school and class, entry date, exit date, days of absence, and sometimes grades.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the district. It was determined the rolls were only needed for statistical reports and could be destroyed after their administrative value has passed. The district believes the class rolls and transcripts cover the same years, but there may be a few rolls which precede the creation of transcripts.

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 84670

3

TITLE: Student cumulative record

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by name of student

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain information on students attending school in the Provo School District. They contain the copies of achievement test scores, copies of report cards, health records, and immunization cards.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 graduation and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. The transcript is the permanent part of the student record. Other records in the file are only needed while the student is enrolled in classes. The immunization card is transferred to the County Health Department to verify information on their computer system and then destroyed. Other items should be destroyed one year after student has graduated.

PRIMARY CLASSIFICATION:

Private

AGENCY: Provo City School District (Utah)

SERIES: 1848

3

TITLE: Teachers examining board record book

DATES: 1896-1911.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Provo City School District (Utah)

SERIES: 84790

3

TITLE: Teachers' personnel files

DATES: 1900-

ARRANGEMENT: Alphabetical by name of teacher

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official personnel files for all teachers employed by the Provo School District. They are used to document employment in the district and for retirement purposes. They contain: the employment application, teachers' certification, health records, employee evaluations, personnel data, and other pertinent data.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 5 years after termination and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 25 years after termination and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the Section and reflects the previously approved retention for State agencies. This retention shortens the previous approved retention of 56 years in the School District General Records Retention Schedule.

AGENCY: Provo City School District (Utah)

SERIES: 27657

3

TITLE: Timpanogos School class photos

DATES: 1956-1965

ARRANGEMENT: Chronological by school year, thereunder numerical by grade.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains yearly sets of class photos apparently provided to the school by the photographer. The photos are composites made up of images of each individual student, along with a photo of the principal, the class teacher, and sometimes the school building. Some of the photos have no information identifying the students, but the photos from 1964-65 are accompanied by sheets giving the names of students.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1999.

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.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 46.

This series has historic value as documentation of the students and faculty of the Timpanogos School and as a representative example of school class photos in the mid-twentieth century.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27656

3

TITLE: Timpanogos School history book

DATES: 1954-1967

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains a year-by-year history of the Timpanogos School located on 5th West between 4th and 5th North. It contains such information as lists of students, names of faculty and staff with photos, listings of receipts and disbursements, and an annual log of events and activities at the school. Some school-related newspaper clippings are pasted in the book and one photo of the school orchestra is included.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 43.

This series has historic value as documentation of the operation and activity of a public elementary school in the mid-twentieth century.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27658

3

TITLE: Timpanogos School P.T.A. scrapbook

DATES: 1951-1960

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains a single scrapbook compiled by the Parent Teacher Association of the Timpanogos School in the 1950's. It contains a variety of materials including documents relating to P.T.A .business, school staff contact lists, announcements and programs for school activities, and newspaper clipping about the school and the P.T.A.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1999.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 46.

This series has historic value as documentation of school activities and the role of the Parent-Teacher Association in public schools in the mid-twentieth century.

RETENTION JUSTIFICATION:

AGENCY: Provo City School District (Utah)

SERIES: 27658

TITLE: Timpanogos School P.T.A. scrapbook

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo City School District (Utah)

SERIES: 27644

3

TITLE: Timpanogos School registers

DATES: 1892-1936

ARRANGEMENT: Chronological by school year, thereunder numerical by grade.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains official student registers from the Timpanogos School. All the registers are in a standardized booklet format, presumably published by the Territorial and later the State Office of Public Instruction. The earliest registers date from the 1892-1893 school year, which is the year the school opened. The registers typically record such information as student names, ages, parent names, place of residence, daily attendance, and some scholastic evaluations. The earlier registers also note whether students can read and write and whether their parents are Mormon or not. The registers are generally arranged by school year, teacher, and grade. Some registers also include lists of visitors, school-year schedules, and various school statistics. All the records in this series date from the time period when the Timpanogos School was housed in its original building located on the northwest corner of 5th West and 4th North, prior to the construction of a new school building just to the north in 1939.

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 administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This series has historic value as representative documentation of the operation of a public school in the late 19th and early 20th centuries.

AGENCY: Provo City School District (Utah)

SERIES: 27644

TITLE: Timpanogos School registers

(continued)

PRIMARY CLASSIFICATION:

Exempt Access to individual student educational information in these records is restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA)

SECONDARY CLASSIFICATION(S):

Private. This series contains private information about minors, including educational evaluations

AGENCY: Provo City School District (Utah)

SERIES: 84791

3

TITLE: University teacher recommendation packets

DATES: 1960-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are packets sent by universities on potential employees that have made application to teach in the Provo School District. They are used in the hiring process. They include: recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, statements from cooperating and university supervisors.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 2 years after hiring process and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office. These files are only needed by the district for the hiring process and only until teacher establishes an employment history with the district. If the qualifications of a teacher were questioned after the two years an additional copy could be obtained from the university.

AGENCY: Provo City School District (Utah)

SERIES: 84791

TITLE: University teacher recommendation packets

(continued)

PRIMARY CLASSIFICATION:

Protected