Retention and Classification Report

Agency: Rich County School District (Utah) (843)

25 South 100 West
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Records Officer Brandee Johnson

85261	Audit reports
01809	* Publications
13136	School board minutes
22257	Student records

AGENCY: Rich County School District (Utah)

SERIES: 85261 4
TITLE: Audit reports
DATES: 1926-
ARRANGEMENT: Chronological
DESCRIPTION:

Financial records for each school are audited each year as required by law. The audit examines all revenues received by the school, and compares them to the schools expenditures, as an evaluation of the operation of the schools accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

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.

Microfilm duplicate: For records beginning in 1926 through 1928. Retain in State Archives 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: Rich County School District (Utah)

SERIES: 1809 3
TITLE: Publications
DATES: 1931-1968.
ARRANGEMENT: No arrangement
DESCRIPTION:

These are publications of the Rich County School District. They include the following: Audit (1951); Survey of Rich County Schools (1931, 1940); and the Mustang (yearbook of the North Rich School for grades 1-12)(1967, 1968. The yearbooks were presented to Governor Calvin Rampton.

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.

APPRAISAL:

Historical

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

AGENCY: Rich County School District (Utah)

SERIES: 1809
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Rich County School District (Utah)

SERIES: 13136 3
TITLE: School board minutes
DATES: 1915-
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.

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.

AGENCY: Rich County School District (Utah)

SERIES: 13136
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: Rich County School District (Utah)

SERIES: 22257 3
TITLE: Student records
DATES: 1948-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 0.80 cubic feet.
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.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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 permanently 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.

AGENCY: Rich County School District (Utah)

SERIES: 22257
TITLE: Student records

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

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99