

Retention and Classification Report

Agency: San Juan County School District (Utah) (906)

200 North Main Street
Blanding, UT 84511
435-678-1211

Records Officer: Kyle Hosler

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AGENCY: San Juan County School District (Utah)

SERIES: 1810

3

TITLE: Administrative services records

DATES: 1948-1962.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: San Juan County School District (Utah)

SERIES: 29521

3

TITLE: Budget and finance

DATES: 2016-

ARRANGEMENT: chronological

DESCRIPTION:

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (Utah Code 53A-19-102 (1995). According to Utah Code 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 3, Item 1.

AUTHORIZED: 08/30/2017

FORMAT MANAGEMENT:

APPRAISAL:

Administrative Fiscal

AGENCY: San Juan County School District (Utah)

SERIES: 28910

3

TITLE: Diné language and cultural curriculum records

DATES: 1965-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to create a variety of aids for teachers to use when teaching about the Diné (Navajo) language and culture. Records include lesson plans on various topics.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

AUTHORIZED: 07/12/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Diné heritage.

AGENCY: San Juan County School District (Utah)

SERIES: 28910

TITLE: Dinß language and cultural curriculum records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 28789

3

TITLE: Diné language and culture learning aids

DATES: 1965-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to create a variety of learning aids to create a print- and media-rich Diné (Navajo) language environment for students and families. Records include bilingual books, flashcards, pronunciation guides, audio/visual materials, and posters.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

AUTHORIZED: 12/21/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Digital Versatile Disk - Read Only: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

AGENCY: San Juan County School District (Utah)

SERIES: 28789

TITLE: Diné language and culture learning aids

(continued)

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Diné heritage.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: San Juan County School District (Utah)

SERIES: 28790

3

TITLE: Diné language materials catalog

DATES: 1960-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to distribute Diné (Navajo) language materials. Catalogs are used to promote the various learning aids created by the agency.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 12/21/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Diné heritage.

AGENCY: San Juan County School District (Utah)

SERIES: 28790

TITLE: Diné language materials catalog

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: San Juan County School District (Utah)

SERIES: 28885

3

TITLE: Hopi language learning aids

DATES: 2010.

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to create learning aids in the Hopi language for students and families. Records include a poster.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

AUTHORIZED: 05/26/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Hopi Language among students.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 28412

3

TITLE: Personnel Records

DATES: 1925-2002.

ARRANGEMENT: alphabetical by last name

DESCRIPTION:

These are the personnel files for all certified 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 60 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 1.

AUTHORIZED: 11/25/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

Administrative Historical Legal

AGENCY: San Juan County School District (Utah)

SERIES: 28412

TITLE: Personnel Records

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302

SECONDARY DESIGNATION(S):

Public

AGENCY: San Juan County School District (Utah)

SERIES: 25281

3

TITLE: Publications

DATES: 1969-

ARRANGEMENT: Chronological by year.

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.

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:

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.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 26255

3

TITLE: School board minutes

DATES: 1931-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 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 permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: 06/18/2013

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: San Juan County School District (Utah)

SERIES: 26255

TITLE: School board minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 29588

1

TITLE: Tribal folk tale booklets

DATES: 2006.

ARRANGEMENT: Alphabetical by tribe.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains booklets of folk tales for each of the Goshute, Navajo, Northwestern Shoshone, Paiute, and the Uintah-Ouray, Ute Mountain, and White Mesa Ute tribal groups. The were created jointly by the San Juan County School District and the Utah Office of Education.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

AGENCY: San Juan County School District (Utah)

SERIES: 28911

3

TITLE: Utah Native American Literacy Project stories

DATES: 2006.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to create a variety of aids for teachers. The set of Indian Tribal stories may be utilized by elementary classroom teachers to (1) develop an understanding and appreciation of Native American culture and societal contributions (2) provide a genre of text for the application of reading strategies, and (3) facilitate the mastery of various Utah Core Content Curriculum objectives. Records include 5 stories for each of the six main Utah Tribal Nations, with a total of 30 booklets, plus an ABC book and CD. The CD contains information about each Tribe and links to other viable Internet sites, plus music, educational resources, lesson plans, and research articles.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 07/12/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

AGENCY: San Juan County School District (Utah)

SERIES: 28911

TITLE: Utah Native American Literacy Project stories

(continued)

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Diné heritage.

PRIMARY DESIGNATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 28883

3

TITLE: Ute language learning aids

DATES: 1965-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to create a variety of aids to create assist in the learning of the Ute language for Ute students and families. Records include bilingual books, flashcards, pronunciation guides, and posters.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 48.

AUTHORIZED: 05/26/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are historically valuable for researching the preservation of the Ute heritage.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.