

# 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

01810 \*Administrative services records  
29521 Budget and finance  
28910 Din&#223; language and cultural curriculum records  
28789 Din&#233; language and culture learning aids  
28790 Din&#233; language materials catalog  
29633 \*Fry Canyon student records  
28885 \*Hopi language learning aids  
28412 \*Personnel Records  
25281 Publications  
26255 School board minutes  
29588 \*Tribal folk tale booklets  
28911 \*Utah Native American Literacy Project stories  
28883 Ute language learning aids  
29634 \*White Canyon student records

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 1810

3

**TITLE:** Administrative services records

**DATES:** 1948-1962.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School adopted annual budget, GRS-1292.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Training aids, GRS-1951.

**AUTHORIZED:** 04-03-2018

**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:**

These records have administrative, and/or historical value(s). These records are historically valuable for researching the preservation of the Diné heritage.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28910

**TITLE:** Din&#223; 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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Training aids, GRS-1951.

**AUTHORIZED:** 04-03-2018

**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:**

These records have administrative, and/or historical value(s).  
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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**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:**

These records have administrative, and/or historical value(s). These records are historically valuable for researching the preservation of the Diné heritage.



**AGENCY:** San Juan County School District (Utah)

**SERIES:** 28790

**TITLE:** Din&#233; 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:** 29633

3

**TITLE:** Fry Canyon student records

**DATES:** ca. 1950-1968.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These student records document the classes students attended and the credits they earned. Student cards may include class lists, attendance, and test scores.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting exposure to radioactive contamination and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30,31 (2017); Utah Code 63G-2-201(3)(b)(2017)

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Training aids, GRS-1951.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). 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 for 60 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

**AUTHORIZED:** 06-01-2017

**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:**

These records have administrative, historical, and/or legal value(s).

**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:**

Retain until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**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:**

These records have administrative, and/or historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 25281

**TITLE:** Publications

(continued)

**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 until administrative need ends

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**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.



**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.

**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:**

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 03-19-2018

**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:**

These records have administrative, and/or historical value(s).  
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:**

**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 for 1 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Training aids, GRS-1951.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). 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.

**AGENCY:** San Juan County School District (Utah)

**SERIES:** 29634

3

**TITLE:** White Canyon student records

**DATES:** ca. 1949-1954.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These student records document the classes students attended and the credits they earned. Student cards may include class lists, attendance, and test scores.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting exposure to radioactive contamination and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30,31 (2017); Utah Code 63G-2-201(3)(b)(2017)