

# Retention and Classification Report

**Agency:** Box Elder County School District (Utah) (94)

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## Records Officer

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**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31529

3

**TITLE:** ABSENTEE TALLY

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This tally is completed daily by the teacher to report absent students. It is taken by a student each morning to the school's office. The information may be used to confirm absences. This form includes the student's name, teacher's name, and date.

**RETENTION:**

Retain until absences are verified and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

Administrative

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31530

3

**TITLE:** ADMINISTRATIVE SUBJECT FILES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are subject files maintained for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, and district memoranda, and instructions.

**RETENTION:**

Retain for 1 year or until administrative need ends and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

Administrative

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31695

3

**TITLE:** ADMINISTRATIVE SUBJECT FILES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are subject files maintained for reference purposes. They contain a variety of types of information including general correspondence, newspaper clippings, reports, completed forms, flyers, copies of instructions, reports and brochures, and district memoranda, and instructions.

**RETENTION:**

Retain for 1 year year or until administrative need ends and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31563

3

**TITLE:** ANNUAL FINANCIAL SUMMARY REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This report is submitted annually to the district's business administrator and is used for auditing purposes. It includes the beginning cash balances in checking and savings as well as total annual revenues, expenditures, changes in investments, and the cash balance at the end of the fiscal year. The account balances as of June 30th in the various school accounts are also listed and must equal the year end cash balances in checking and savings. A copy of the June 30th, bank statement is included with this report along with the schools bank reconciliation as of June 30th of the fiscal year.

**RETENTION:**

Record copy: Retain by school district for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business manager and the elementary schools.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31563

**TITLE:** ANNUAL FINANCIAL SUMMARY REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31720

3

**TITLE:** ASBESTOS MANAGEMENT PLAN

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This management plan is required by 40 CFR 763.93 (1992) to be developed for each school on or before October 12, 1988. The plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building. Also to include if the school building does contain damaged Asbestos Building Material (friable ACBM), nonfriable ACBM, friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1992)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibilities have been or will be met (40 CFR 763.93(h) (1992)). A copy is submitted to the District Maintenance Department and the duplicate is retained by the school. Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1992)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1992)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1992)). The surveillance reports include district name, school name, building, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

**RETENTION:**

Retain until school vacated or closed and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31720

**TITLE:** ASBESTOS MANAGEMENT PLAN

(continued)

**APPRAISAL:**

This disposition is based on 40 CFR 763.94 (1992), as expressed by the district's Maintenance Department.

**PRIMARY CLASSIFICATION:**

Public 40 CFR 763.93(12)(g)(3) (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31731

3

**TITLE:** ASBESTOS MANAGEMENT PLAN

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This management plan is required by 40 CFR 763.93 (1992) to be developed for each school on or before October 12, 1988. The management plan is required to be developed by an accredited management planner and to include a list of the name and address of each school building. Also to include if the school building has damaged Asbestos Building Material (friable ACBM), nonfriable ACBM, friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1992)) and must contain "a true and correct statement, signed by the individual designated by the local education agency" certifying that local agency responsibilities have been or will be met (40 CFR 763.93(h) (1994)). A copy is submitted to the District Maintenance Department and the duplicate is retained by the school. Each local educational agency "shall maintain and update its management plan to keep it current with ongoing operations and maintenance" (40 CFR 763.93(d) (1992)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1992)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1992)). The surveillance reports include district name, school, date, sample number, percent, type, original condition, change, recommendation, and signature of person performing surveillance.

**RETENTION:**

Retain until school vacated or closed and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31731

**TITLE:** ASBESTOS MANAGEMENT PLAN

(continued)

**APPRAISAL:**

This disposition is based on 40 CFR 763.94 (1994) as expressed by the district's Maintenance Manager.

**PRIMARY CLASSIFICATION:**

Public            40 CFR 763.93(12)(g)(3) (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31649

3

**TITLE:** ATTENDANCE RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document student attendance. They are used to create reports. They include biweekly bubble sheets, daily computer reports, and term-to-date reports. The biweekly bubble sheets record hourly student attendance and are scanned daily. They serve as a worksheet for the Oasis Attendance Computer System. The daily computer report is a compilation of all student absences and are printed at the end of the day. The term-to-date report is a computer report that records all student absences by classes. It is printed every Wednesday and is given to each teacher for verification. The records include date, district and school codes, grade, student's name and number, days absent, days tardy, and totals.

**RETENTION:**

Retain for 1 year or until audited and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the secondary schools.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31649

**TITLE:** ATTENDANCE RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31531

3

**TITLE:** ATTENDANCE ROLLS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the attendance rolls maintained by each teacher within the school. They were used to record student attendance and grades. The rolls include school's name, year and term, teacher's name, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. In 1988, the Box Elder County District automated attendance and replaced attendance rolls with the Attendance summary report.

**RETENTION:**

Retain for 5 years and then transfer to District Office.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31645

3

**TITLE:** ATTENDANCE ROLLS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the attendance rolls maintained by each teacher within the school. These were used to record student attendance. The rolls include school's name, year and term, teacher's name, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. In 1988, the Box Elder County District automated attendance rolls, and discontinued the use of attendance rolls.

**RETENTION:**

Retain for 5 years and then transfer to the District Office for review.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31532

3

**TITLE:** ATTENDANCE SUMMARY REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This is a computer report on student attendance generated at the end of each trimester by the school secretary from data entered throughout the trimester. It is used for reference purposes. The year end report lists attendance by students for all trimesters and totals for the school year. It includes date, student number and name, sex, number of days absent, and number of days present.

**RETENTION:**

Retain for 5 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31533

3

**TITLE:** BANK STATEMENTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statements showing the amount of money deposited or withdrawn to the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the on the School District General Records Retention Schedule, Schedule 5, item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31646

3

**TITLE:** BANK STATEMENTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statements showing the amount of money deposited to or withdrawn from the school's bank account. They are used for accounting purposes. They include date, bank name, deposits, withdrawals, and cash balances (with interest on daily bank balances).

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31554

3

**TITLE:** BUDGET EXPENDITURE REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This report form is used by the schools to track expenditures and for comparison with district reports. The district audits these reports annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31647

3

**TITLE:** BUDGET EXPENDITURE REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This report form is used by the schools to track expenditures and for comparison with district reports. The district audits these records annually. They include budget number, budget allowance, budget classification, date, requisition number, company and items, requisition amount, amount paid, and balance.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31716

3

**TITLE:** BUS TRANSPORTATION REQUEST

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This four-part form is used to request buses for special activities and school trips. The school retains one copy of the form and submits the remaining three copies to the district's Transportation Department. These requests are submitted at least seven days prior to trip to allow for bus scheduling and driver's assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, pick up points, name of person in charge, indication whether the school or district will pay all costs, principal's signature, and transportation director's signature. Also includes a section restricted for the district office and driver's use which is completed after the trip listing driver's name, actual departure and return times, bus number, number of passengers, number of miles traveled, teacher's signature after trip, meals and lodging costs, bus driver's signature, beginning and ending odometer readings, and transportation director's signature.

**RETENTION:**

Record copy:

Retain by District Transportation Director for 2 years and then destroy.

Duplicate copies:

Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31716

**TITLE:** BUS TRANSPORTATION REQUEST

(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.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the district's transportation director.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31729

3

**TITLE:** BUS TRANSPORTATION REQUEST

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This four-part form is used to request buses for special activities and school trips. The school retains one copy of the form and submits the remaining three copies to the district's Transportation Department. These requests are submitted at least seven days prior to trip to allow for bus scheduling and driver assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, pick up points, name of person in charge, indication whether the school or district will pay all costs, principal's signature, and transportation director's signature. Also includes a section restricted for the district office and driver's use which is completed after the trip listing driver's name, actual departure and return times, bus number, number of passengers, number of miles traveled, teacher's signature after trip, meals and lodging costs, bus driver's signature, beginning and ending odometer readings, and transportation director's signature.

**RETENTION:**

Record copy: Retain by district's Transportation Department for 2 years and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31729

**TITLE:** BUS TRANSPORTATION REQUEST

(continued)

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the district's Transportation Director.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31719

3

**TITLE:** BUS TRANSPORTATION RULES AND REGULATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These rules and regulations document parents receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained by the parents for reference while a signed copy is returned to the school where it retained on file. They include the rules and regulations, parents' and students' signatures, and date.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the transportation director.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31730

3

**TITLE:** BUS TRANSPORTATION RULES AND REGULATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These rules and regulations document parents' receipt and approval of acceptable student behavior on school buses. They are sent home at the beginning of each school year to inform parents of the district policies. One copy is retained by the parents for reference while a signed copy is returned to the school where it retained on file. They include the rules and regulations, parents' and students' signatures, and date.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Transportation Director.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31556

3

**TITLE:** CANCELLED CHECKS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are the actual checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator and the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31651

3

**TITLE:** CANCELLED CHECKS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are actual checks returned from the bank indicating that payment was made to payee from accounts previously deposited with the bank.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This is based on the administrative and financial needs expressed by the secondary schools and the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31535

3

**TITLE:** DAILY MEAL PAYMENT REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This computer report documents the daily collection of meal service. This report records deposits made to the lunch and breakfast funds. It includes the student's name, identification number, amount received, account balance, and total student sales.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator and elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31536

3

**TITLE:** DAILY SCHOOL FOOD SERVICE REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This daily computer report records individual participation in the school's meals program. The information is retained on-line for one month and then a summary report is printed. The monthly report contains a summary of all meals served daily during the month and is broken down by adult meals, students paid, and reduced and free meals.

**RETENTION:**

Retain until beginning of next school year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31685

3

**TITLE:** FEE WAIVER RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the application and receipt of a waiver for the payment of student fees in accordance with UCA 53A-12-103 (1993). The application is sent to all students with a statement of fees owed as part of the registration process. Parents complete the application and submit it to the school. All fees are suspended until the school determines student's eligibility for fee waiver. If waiver is granted then a fee waiver statement is signed. The records include the application and the fee waiver statement. The application includes the student's name, date, parent's or guardian's name, reason for waiver; and indication of fees being requested to be waived (fee description and amount). The fee statement includes parent's or guardian's name, address, and telephone number; date; student's name and grade; fees being waived; total fees waived; parent's or guardian's signature; and administrator's signature.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This retention is based on the administrative needs expressed by the secondary schools.



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31685

**TITLE:** FEE WAIVER RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31644

3

**TITLE:** FINANCIAL REPORTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These computer reports are submitted quarterly to the district's business administrator. They are used for auditing purposes. The school balances their books monthly and submits this report quarterly. This report includes a balance sheet showing assets, liabilities, trust funds, surplus, and totals; and an activity ledger showing account, beginning balances, receipts, disabilities, transfers, ending balances, and totals.

**RETENTION:**

Record copy: Retain by school district for 3 years and then destroy.

Duplicate copies: Retain by secondary schools for 2 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the fiscal needs expressed by the district's business administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31655

3

**TITLE:** FIXED ASSET REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This computer report is sent by the district's business administrator to all schools in April as part of the final audit. It is used to determine the status of all high risk school property and other items worth more than \$500. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools in the fall. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

**RETENTION:**

Retain until superseded and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31562

3

**TITLE:** FIXED ASSET REPORTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This computer report is sent by the district's business administrator to all schools in April as part of the final audit. It is used to determine the status of all high risk school property and other items worth more than \$500. Schools review the listing and make any necessary additions and corrections and return the report to the district. A corrected report is then sent to all schools in the fall. The report includes school name and location code, room, date, page number, asset number, classification number, quantity, manufacturer's description, acquisition date, model number, serial number, and cost.

**RETENTION:**

Retain until superseded and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31569

3

**TITLE:** FOOD PAYABLE VOUCHER

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This voucher is compiled from all milk, produce, bakery, and other miscellaneous food bills and is submitted at the end of the month to the district office. It is used to reconcile invoices with various company statements and to make payments.

**RETENTION:**

Record copy: Retain by district food director for 3 years and then destroy.

Duplicate copies: Retain by elementary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative and fiscal needs expressed by the district's business administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31566

3

**TITLE:** FOOD PRODUCTION RECORD SHEET

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This sheet is prepared daily by the school food service for all meals served. It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's food manager and the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31654

3

**TITLE:** FOOD PRODUCTION SHEET

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This sheet is prepared daily by the school lunch manager for all meals served (lunch/breakfast). It is used to plan meals and to determine menu items needed for meal preparation. The sheet contains the menu items, portion sizes, meal compliance, planned amount and actual amount of food used, vitamin and iron usage, number planned for and number actually served, and tray count.

**RETENTION:**

Record copy: Retain for 3 years district's Food Manager and then destroy.

Duplicate copies: Retain for 1 year secondary schools and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Food Manager and the secondary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31616

3

**TITLE:** FREE AND REDUCED MEALS APPLICATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district, which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31658

3

**TITLE:** FREE AND REDUCED MEALS APPLICATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These application forms are completed by families requesting free or reduced price meals. They list all household members, give a breakdown of monthly household income, and require the signature and social security number of the adult household members applying. A section is completed by the school/district which identifies the approved meal type (free/reduced) and is signed and dated by the approving official.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by district's food manager and the secondary schools.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31728

3

**TITLE:** IN-LIEU OF TRANSPORTATION ALLOWANCE APPLICATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These application forms are completed by students from Park Valley and Grouse Creek who must leave home and live with someone other than their parents or guardians to attend high school during their eleventh and twelfth grades. They are used to receive a subsistence and transportation allowance in accordance with district policy. The application forms include date, student(s) name, school, grade, parent's name and telephone number, address, parent's social security number, school year covered by application, distance from school (over sixty miles), parent's signature attesting to the accuracy of information provided, district policies concerning allowances, and a space provided for district use indicating monthly rate to be paid and whether application approved.

**RETENTION:**

Record copy: Retain by district's Transportation Director for 4 years and then transfer to the State Archives.

Duplicate copies: Retain by high schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the transportation director.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31728

**TITLE:** IN-LIEU OF TRANSPORTATION ALLOWANCE APPLICATIONS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. parent's social security number

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31663

3

**TITLE:** LITERARY PUBLICATIONS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These literary publications are published by individual schools to showcase student's literary talents. The booklets include student's poems, short stories, and usually include student illustrations.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value of these records to document student literary contributions and school curriculum.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31567

3

**TITLE:** LUNCH ROOM SUMMARY OF MEALS SERVED REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly sheet records all meals served. It is used to create quarterly and annual reports. It contains a breakdown of a la carte items, milk and meals served by category (free, reduced, paid, adult). It is computed on a daily basis and is sent to the district office at the end of each month with a summarized cover sheet.

**RETENTION:**

Record copy:

Retain by district's food services manager for 3 years and then destroy.

Duplicate copies:

Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's food manager.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31567

**TITLE:** LUNCH ROOM SUMMARY OF MEALS SERVED REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31564

3

**TITLE:** LUNCH TALLY

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This form is completed each morning by the classroom teacher to report the anticipated lunch count for the noon meal. It is used for food preparation purposes and is submitted to the principal's office. This form includes the number of students and adults planning to have lunch as well as the milk count.

**RETENTION:**

Retain until information is tallied and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31721

3

**TITLE:** MAINTENANCE WORK ORDER

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This three-part form is used to request maintenance and repair of school equipment or buildings. One is retained by the school and the remaining two copies are submitted to the Maintenance Department. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, special instruction, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing, and date.

**RETENTION:**

Record copy: Retain by district maintenance department for 4 years and then destroy.

Duplicate copies: Retain by elementary school for 1 and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on administrative needs as expressed by the Maintenance Department.



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31721

**TITLE:** MAINTENANCE WORK ORDER

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31727

3

**TITLE:** MAINTENANCE WORK ORDER

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This three-part form is used to request maintenance and repair of school equipment or buildings. One copy is retained by the school and the remaining two copies are submitted to the Maintenance Department. It includes work order number, date, school name, type of repair (building or equipment), principal's/director's approval, account number, repair problem, brand/make, serial number, special instruction, a section designated for office use listing approval or rejection, whether sent and date, quantity, part number and description, cost, travel time and description, hours, total parts used, total labor, person completing form, and date.

**RETENTION:**

Record copy:

Retain by district's Maintenance Department for 4 years and then destroy.

Duplicate copies:

Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Maintenance Department.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31727

**TITLE:** MAINTENANCE WORK ORDER

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31656

3

**TITLE:** MEALS SERVED REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly sheet records daily meals served. It contains a breakdown of a la carte items, snacks, milk and meals served by category (free, reduced, paid, adult). Information is added daily and the sheet is sent to the district office at the end of each month with a summarized cover sheet.

**RETENTION:**

Record copy: Retain for 3 years district's Food Manager and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's food service manager.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31537

3

**TITLE:** MEDICATION ADMINISTRATION AND DISPENSING RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the authorization of school personnel to administer and the actual dispensing of prescribed medication during the school day. According to UCA 52A-11-601 (1) (1993) "a public or private school . . . may provide for the administration of medication to any student of the school." "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule" (UCA 53A-11-601(b) (1993)). These records include an authorization form and a dispensing log. The authorization form includes student's name, address, telephone number, birthdate; school; district; parent's name and business telephone number; signature of parent or legal guardian; date; date form reviewed and completed by the school health nurse; physician's name, address, and telephone number; and name and type of medication, dosage/amount to be given, frequency/times to be administered, and duration/length of time medication is anticipated to be needed. The log includes the child's name, school parent, teacher, school year, medication, date initiated dosage and time (with any special instructions), a daily record of dispensing of the medication during the school year indicating the initials of individual giving medication.

**RETENTION:**

Retain for 7 years after student leaves elementary school and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31537

**TITLE:** MEDICATION ADMINISTRATION AND DISPENSING 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.

**APPRAISAL:**

This disposition is based on the advice of attorneys from the State Office of Education.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31661

3

**TITLE:** MEDICATION AUTHORIZATION AND DISPENSING RECORD

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the authorization of school personnel to administer and the actual dispensing of prescribed medication during the school day. According to UCA 53A-11-601 (1) (1993) "a public or private school . . . may provide for the administration of medication to any student of the school." "Medications may only be administered to a student if the student's parent or legal guardian has provided a current written and signed request that medication be administered during regular school hours to the student; and student's physician, dentist, nurse practitioner, or physician assistant has provided a signed statement describing the method, amount, and time schedule" (UCA 53A-11-601(b) (1993)). These records include an authorization form and a dispensing log. The authorization form includes student's name, address, telephone number, birthdate; school; district; parent's name and business telephone number; signature of parent or legal guardian; date; physician's name; address, and telephone number; and name and type of medication, dosage/amount to be given, frequency/times to be administered, and duration/length of time medication is anticipated to be needed. The log includes the child's name, school, school year, teacher's initial, medication, date initiated dosage and time (with any special instructions), a daily record of dispensing of the medication during the school year indicating the initials of individual giving medication.

**RETENTION:**

Retain for 4 years after graduation and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31661

**TITLE:** MEDICATION AUTHORIZATION AND DISPENSING RECORD

(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.

**APPRAISAL:**

This disposition is based on the advice of the attorneys from the State Office of Education.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31561

3

**TITLE:** MONTHLY BUILDING RENTAL AND SUPERVISION REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly report is submitted to the district's business administrator on all school building rentals. It is used for accounting purposes and the following forms are submitted: building rental and supervision report and the application and agreement for use of school property. The building rental and supervision report includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. The application and agreement for use of school property form is a three-part form completed by persons/organizations requesting use of school buildings. It is used to obtain approval for school rentals. If approval is granted the contract is signed between parties. The first copy (white) is retained by the applicant, the second (yellow) is kept by the school, and the third copy (pink) is sent to the school district at the end of the month as part of the building rental and supervision report. A school check is made payable to the Box Elder School District and is also submitted to pay for rentals received during the month.

**RETENTION:**

Record copy: Retain by business administrator for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31561

**TITLE:** MONTHLY BUILDING RENTAL AND SUPERVISION REPORT

(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.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the district's business manager.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31568

**TITLE:** MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET

3

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the elementary school and lists food totals. The school maintains the inventory and submits it to the district office at the end of each month listing all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

**RETENTION:**

Record copy: Retain by district's food service manager for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the provisions of 7 CFR 210.14 (1992) which specify that such records should be retained for "3 years after submission of the final Claim for Reimbursement for the fiscal year or until resolution of any audit issues."

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31568

**TITLE:** MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31659

**TITLE:** MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET

3

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly sheet serves as an on-going inventory on the usage of U.S. Department of Agriculture (USDA) food. The sheet is provided to the elementary school and lists food totals. The school maintains the inventory and submits it to the district office at the end of each month listing all USDA food received, amounts used, and inventories on hand. It is used to compile reports.

**RETENTION:**

Record copy: Retain by district's Food Service Manager for 3 years and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the provisions of 7 CFR 210.14 (1992) which specify that such records should be retained for "3 years after submission of the final claim for reimbursement for the fiscal year or until resolution of any audit issues."

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31659

**TITLE:** MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31559

3

**TITLE:** MONTHLY MEALS PAYMENT REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This computer report is submitted monthly with bank deposit slips to the district's business administrator. It reports monies collected for school meals served during the month and is used by the district to reconcile bank deposits. It includes amounts collected from teachers and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

**RETENTION:**

Record copy: Retain by business manager for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business manager and meet all audit requirements.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31559

**TITLE:** MONTHLY MEALS PAYMENT REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31538

3

**TITLE:** MONTHLY MEALS SERVED REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This is a monthly report of all meals served. Copies of the report are submitted to the district's food service manager. The reports include date, daily number of meals paid, number of reduced meals served, number of free meals served, total meals served to children, number of meals served to adults, paid meals, total meals, total enrollment, monthly totals, and total dollar values.

**RETENTION:**

Record copy: Retain by district's food service manager for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed the district's food service manager.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31538

**TITLE:** MONTHLY MEALS SERVED REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31662

3

**TITLE:** MONTHLY SCHOOL LUNCH PAYMENT REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This report documents monies collected for school lunches. The school collects money from students and teachers for meals eaten and deposits funds in school accounts. This report is submitted monthly with a check to the district for monies collected to the district's business administrator. It reports monies collected for school hot lunches served during the month and is used by the district to reconcile bank deposits. The report includes amounts collected from teacher's and staff, students with reduced costs, regular students, other adults, and daily and monthly totals.

**RETENTION:**

Record copy:

Retain by district's Business Administrator for 3 years and then destroy.

Duplicate copies:

Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district and meets all audit requirements.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31662

**TITLE:** MONTHLY SCHOOL LUNCH PAYMENT REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31688

3

**TITLE:** OFFICIAL TRANSCRIPTS

**DATES:**

**ARRANGEMENT:**

**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 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. They are part of the Student Cumulative File until they are weeded after graduation.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the secondary schools schools and district's Student Services Director to document student performance.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31688

**TITLE:** OFFICIAL TRANSCRIPTS

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31539

3

**TITLE:** PAYROLL REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These report forms are completed and submitted to the district payroll office on or before the 5th day of each month authorizing payments for services rendered. These records include a variety of report forms including the payroll report form, the absence report, and the payroll voucher. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, instructional aides, specialists, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

**RETENTION:**

Record copy: Retain by district's payroll office for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31539

**TITLE:** PAYROLL REPORT

(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.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the district's business manager and meet all audit requirements.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b)



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31664

3

**TITLE:** PAYROLL REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These report forms are completed and submitted to the district payroll office on or before the 5th day of each month authorizing payments for services rendered. These records include a variety of report forms including the payroll report form, the absence report, and the payroll voucher. The payroll report form is a summary of the contracted professional and classified personnel listing the days of absence, the reason for absence and the name of the substitute. The absence report form is a three part form documenting the absences of the district contracted employee's. The first copy (white) is sent to the district's payroll department, the second copy (canary) is retained by the school, and the third copy (pink) is kept by the employee. The payroll vouchers are submitted by employees for services rendered over and above their regular contract. Payment for such services may include extended career ladder days, substitute pay, supervision of facilities, adult education classes taught, etc. Other records included are career ladder payroll vouchers, W-4 forms, and payroll data sheets for new employees.

**RETENTION:**

Record copy: Retain by district's Payroll Office for 3 years and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31664

**TITLE:** PAYROLL REPORT

(continued)

**APPRAISAL:**

This disposition is based on the administrative and financial needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31540

3

**TITLE:** PHOTOGRAPH ALBUMS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are albums containing photographs taken annually of the school's students and teachers. They document the school's student body.

**RETENTION:**

Retain until school's closure and then transfer to the School District Office.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value and administrative needs expressed by the district's business manager and meet audit requirements.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31678

3

**TITLE:** PRINCIPAL'S PERSONNEL EVALUATION RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel files on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

**RETENTION:**

Record copy: Retain by district's Personnel Director for 65 years and then destroy.

Duplicate copies: Retain by secondary schools until teacher leaves school and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Personnel Director.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31678

**TITLE:** PRINCIPAL'S PERSONNEL EVALUATION RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. 63G-2-301(1)(b)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31565

3

**TITLE:** PUBLIC LAW 874 SURVEY RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the annual survey taken to qualify for federal impact funds in accordance with 34 CFR 222 (1992). Public law 874 provides federal funding for school districts with students whose parent(s) or guardian(s) live on or work on federal property. The following report forms are submitted to the district's business administrator: a survey form, a school survey summary, and a statistical report form. The survey form is completed and signed by the parent or guardian and certifies the parent who was a member of the armed services on the survey date or was employed on federal property. The school survey summary is a summary of federal employment and lists the number of parents or guardians employed at a specific federal installation. The statistical report form summarizes the total school membership by grade level on the survey date as well as the number of pupils present and number of pupils absent on that date. All forms are completed in detail, dated, and signed by the school principal.

**RETENTION:**

Record copy:

Retain by district's business administrator for 5 years or until resolution of any questioned audit and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31565

**TITLE:** PUBLIC LAW 874 SURVEY 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.

**APPRAISAL:**

This disposition is based on 34 CFR 222.41 (1992) which indicates that "adequate written records" should be maintained to prove its entitlement to whatever amount of payment is received for "five years after the end of each fiscal year for which funds were received" or until the resolution of any questioned federal audit.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31665

3

**TITLE:** PUBLIC LAW 874 SURVEY RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the annual survey taken to qualify for federal impact funds in accordance with 34 CFR 222 (1992). Public law 874 provides federal funding for school districts with students whose parent(s) or guardian(s) live or work on federal property. The following report forms are submitted to the district's business administrator: a survey form, a school survey summary, and a statistical report form. The survey form is completed and signed by the parent or guardian and certifies whether parent was a member of the armed services on the survey date or was employed on federal property. The school survey summary is a summary of federal employment and lists the number of parents or guardians employed at a specific federal installation. The statistical report form summarizes the total school membership by grade level on the survey date as well as the number of pupils present and number of pupils absent on that date. All forms are completed in detail, dated, and signed by the school principal.

**RETENTION:**

Record copy:

Retain by district's Business Administrator for 5 years or until resolution of any questioned audit and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31665

**TITLE:** PUBLIC LAW 874 SURVEY 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.

**APPRAISAL:**

This disposition is based on 34 CFR 222.41 (1992) which indicates that "adequate written records" should be maintained to prove its entitlement to whatever amount of payment is received for "five years after the end of each fiscal year for which funds were received" or until the resolution of any questioned federal audit.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31717

3

**TITLE:** PUPIL TRANSPORTATION PERMISSION SLIP

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This form documents parent's or guardian's consent for his/her student to ride a school bus during the school year to participate in curricular or extracurricular school activities. The form includes student's name, school's name, school year, date, and parent's or guardian's signature.

**RETENTION:**

Retain for 1 year or until the resolution of any litigation and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on administrative needs expressed for potential liability purposes by the transportation director.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31726

3

**TITLE:** PUPIL TRANSPORTATION PERMISSION SLIP

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This form documents parents or guardians consent for his/her student to ride a school bus during the school year to participate in curricular or extracurricular school activities. The form includes student's name, school's name, school year, date, parent's or guardian's signature

**RETENTION:**

Retain for 1 year or until the resolution of any litigation and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Transportation Director for potential liability purposes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31542

3

**TITLE:** PURCHASE ORDERS AND REQUISITION RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

**RETENTION:**

Record copy: Retain by district's purchasing office for 4 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative and fiscal needs expressed by the business administrator.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31542

**TITLE:** PURCHASE ORDERS AND REQUISITION RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31666

3

**TITLE:** PURCHASE ORDERS AND REQUISITION RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records document the purchase of equipment and other materials made by the school. They are used as a planning tool and for verification purposes. These records contain a computer report, purchase orders and requisition forms. Information includes a description of the item being ordered as well as the price and actual amount paid.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 1414

3

**TITLE:** Publications

**DATES:** 1921-

**ARRANGEMENT:** None

**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 Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 1414

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Disposition based on value of these diverse records in documenting the achievements, programs and functions of the School District.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31553

3

**TITLE:** QUARTERLY FINANCIAL REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This quarterly report is sent by each elementary school secretary to the district's business manager. It is used review to the school's deposits and expenditures and consists of the monthly bank reconciliation form, bank statements, and copy of the balance sheet for each of the three months of the quarter.

**RETENTION:**

Record copy: Retain by district's business administrator for 3 years and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative and fiscal needs expressed by the district's business manager.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31557

3

**TITLE:** RECEIPT BOOKS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number, and amount paid.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the fiscal needs expressed by the district's business administrator and the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31667

3

**TITLE:** RECEIPT BOOKS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are receipts issued for money paid to the school. Includes payment date, department or fund to which money belongs, receipt number and amount paid.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on administrative and fiscal needs expressed by the secondary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31687

3

**TITLE:** REGISTRATION FEE REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This computer report serves as a billing for student fees. A copy of the student's schedule is sent to the student during the summer to make any changes if necessary. Fees are published in the local newspaper at least three weeks before school starts. At registration, the student picks up their final schedule stamped with the fees owed. A stamped copy of the report is given to the student as a receipt when fees are paid. It is used to verify fees paid and deposited. The report includes student's name and identification number, grade, sex, fee description, amount, totals, and date paid.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative and fiscal needs expressed by the secondary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31657

3

**TITLE:** RENTAL AND FACILITY SUPERVISION REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes and the following forms are submitted: building rental and supervision report, and the application and agreement for use of school property. The building rental and supervision report includes the school name, month and year, name of agency using facility, date used, facility used, total hours used, fees collected, other monies collected, name of persons assigned by principal, total time spent by supervisor, and principal's signature. The application and agreement for use of school property form is a three-part form completed by persons/organizations requesting use of school buildings. It is used to obtain approval for school rentals. If approval is granted the contract is signed between parties. The first copy (white) is retained by the applicant, the second (yellow) is kept by the school, and the third copy (pink) is sent to the school district at the end of the month as part of the building rental and supervision report. A school check is made payable to the Box Elder School District and is also submitted to pay for rentals received during the month.

**RETENTION:**

Record copy:

Retain by district's Business Administrator for 3 years and then destroy.

Duplicate copies:

Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31657

**TITLE:** RENTAL AND FACILITY SUPERVISION REPORT

(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.

**APPRAISAL:**

This is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31722

3

**TITLE:** SAFETY SELF-INSPECTION REPORT

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of State Risk Management. There are three separate required survey forms including the general survey, cafeteria/kitchen survey, and playground survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If the school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms includes district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs as expressed by the State Division of Risk Management and the District Business Manager.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31722

**TITLE:** SAFETY SELF-INSPECTION REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31725

3

**TITLE:** SAFETY SELF-INSPECTION REPORTS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of State Risk Management. There are six separate survey forms including the general survey, cafeteria/kitchen survey, athletic program survey, science laboratory survey, workshop survey, and vehicle maintenance survey. The purpose of this report is to identify potential hazards within school buildings and on school sites. If a school completes these reports, it may receive a 15 percent discount on its insurance premium after a follow-up survey has been conducted. These safety inspections are submitted to the District Office, accumulated, and sent to the State Risk Management for evaluation by April 1st. These survey forms include district name, date, school, name of person completing survey, and responses to survey questions (yes, no, not applicable). The State Division of Risk Management retains the record copy for twelve years.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the State Division of Risk Management and the district's Business Manager.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31725

**TITLE:** SAFETY SELF-INSPECTION REPORTS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31668

3

**TITLE:** SCHOOL HANDBOOK

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This handbook is an annual publication describing current school information. It is used for reference purposes. It includes a brief history of the school, student association constitution, school and district calendars, listings of student officers and teachers, school policies, and a student directory.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value of these records which document school policies, activities, and student enrollment.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31669

3

**TITLE:** SCHOOL HISTORIES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value of these records to document school activities.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31670

3

**TITLE:** SCHOOL NEWSPAPERS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

This is the school newspaper that reports on students, teachers, and school activities. It is compiled by the newspaper staff with the assistance of teacher advisors. Articles and photographs concern the students, teachers and other school personnel, the school, and may include some coverage of local, national, and international events of interest to its readers.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value of documenting school and student activities.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31555

3

**TITLE:** SCHOOL'S ACCOUNTS PAYABLE

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based the fiscal needs expressed by the district's business administrator and the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. social security numbers

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31691

3

**TITLE:** SCHOOL'S ACCOUNTS PAYABLE

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain for 4 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the fiscal needs expressed by the schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 14170

3

**TITLE:** School board minutes

**DATES:** 1907-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

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

**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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31544

3

**TITLE:** SPECIAL EDUCATION STUDENT RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300.563 (1991)).

**RETENTION:**

Retain until student leaves elementary school and then transfer complete record to transferring school or middle school; records of students no longer receiving services are sent to school district.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31544

**TITLE:** SPECIAL EDUCATION STUDENT RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 300.562 (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31671

3

**TITLE:** SPECIAL EDUCATION STUDENT RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approval for continued services, completed tests and surveys, information on parents or guardians, approval of placement in the Special Education Program, and a special education card (34 CFR 300.563 (1991)).

**RETENTION:**

Retain for 5 years after having completed the Special Education Individual Education Plan (I.E.P.) and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the State Office of Education's recommendations.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 300.562 (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 25506

3

**TITLE:** Special education student files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These files document students enrolled in the district's special education programs in accordance with the provisions of 34 CFR 300.560-300.577 (1998). They 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, or refuses the services. They contain various reports and completed forms including individual 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.

**RETENTION:**

Retain 5 years after completion of the last individual education program record (IEP).

**DISPOSITION:**

Destroy.

**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 until completion of the last IEP and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 25506

**TITLE:** Special education student files

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 301.562(2008), 34 (CFR 99 (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31546

3

**TITLE:** STUDENT CUMULATIVE RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records maintained in the school's office on all enrolled students. They are used to document student's participation in school. They include test scores, immunization record, eye testing, and all pertinent information on the student.

**RETENTION:**

Retain until student leaves school and then transfer to junior high or to transferred elementary school.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31673

3

**TITLE:** STUDENT CUMULATIVE RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records maintained in the school's office on all enrolled students. They are used to document students' participation in school. They include test scores, immunization record, eye testing, and all pertinent information on the student.

**RETENTION:**

Retain for 3 years after graduation or student leaves school and then destroy, provided Official Transcript has been pulled and retained.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31677

3

**TITLE:** STUDENT DISCIPLINE FILES

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are files maintained by the vice-principal on students who have misbehaved in class or on the school grounds. The files include notes, teachers' reports, memoranda, standard violation tickets, reprimands, related correspondence, individual progress reports, and student counseling reports.

**RETENTION:**

Retain until student leaves school and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the secondary schools.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31547

3

**TITLE:** STUDENT ENROLLMENT REGISTRATION RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These enrollment forms are completed by the parents (or guardians) of all enrolled students for reference use during the school year. They include the date, pupil's name, grade, social security number, birthdate and place, sex, age, pupil's home address and telephone number; mother's and father's full names, business, and home telephone numbers; name, address, telephone number, and relationship of person authorized to pick up child in case of emergency; medical information including physician's name or medical group and telephone number; indication whether child is allergic to any medication and whether child is currently taking any medication; school last attended (name, address, and telephone number); and parent's or guardian's signature. The enrollment form may also include language spoken at home, names and birthdates of siblings, kindergarten preference (morning or afternoon), whether birth certificate was verified, and teacher's

**RETENTION:**

Retain for 2 months after being superseded or until resolution of all litigation or conflicts and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31547

**TITLE:** STUDENT ENROLLMENT REGISTRATION RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31694

3

**TITLE:** STUDENT INFORMATION CARD

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards are completed by the parents or guardians of each middle school student at the beginning of the school year. They provide basic information on all students and are used for reference purposes. The card includes date, student's name, birthdate, grade, sex, mailing address and telephone number, father's name and work telephone number; mother's name and work telephone number; indication with whom the student lives; name, relationship, and telephone number of person to contact in case of an emergency; physician's name and telephone number; whether the student has any special medical concerns; and a signed statement notifying parent that the school has a closed campus and student cannot be released without custodial parent's written consent.

**RETENTION:**

Retain until superseded or until end of school year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the middle schools.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31694

**TITLE:** STUDENT INFORMATION CARD

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31545

3

**TITLE:** STUDENT INJURY REPORT

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, and school name and number; student's sex, birthdate, and grade; accident's date and time; number of days absent; action taken by school and parent; nature of injury; area affected; contributing factors; period; surface; location; activity; equipment; injury description; signature of person making report; title code; and principal's signature. The state's copy is retained for five years.

**RETENTION:**

Record copy: Retain by district's business administrator for 4 years or until 2 years after resolution of any claim or litigation and then destroy.

Duplicate copies: Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by district and meets the four year malpractice statute of limitation provisions (UCA 78-14-1 (1992)).

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31545

**TITLE:** STUDENT INJURY REPORT

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31674

3

**TITLE:** STUDENT INJURY REPORT

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is completed by school personnel immediately after a severe student injury and a copy is then submitted to the State Child Injury Prevention Program. An injury is considered severe if it requires the loss of a half day or more of school or warranted medical attention or was required to be reported by district policy. The form includes child's name, parent's name, district name and number, school name and number, student's sex, birthdate, grade, accident's date and time, number of days absent, action taken by school and parent, nature of injury, area affected, contributing factors, period, surface, location, activity, equipment, injury description, signature of person making report, title code, and principal's signature. The state's copy is retained for five years.

**RETENTION:**

Record copy: Retain by district's Business Administrator for 4 years or until 2 years after resolution of any claim or litigation and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31674

**TITLE:** STUDENT INJURY REPORT

(continued)

**APPRAISAL:**

This disposition is based on the four year malpractice statute of limitation provisions (UCA 78-14-1 (1992)).

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31558

3

**TITLE:** STUDENT MEMBERSHIP SUMMARY RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are required to be completed and submitted to the district office on student membership. In order to qualify for state funding, the district maintains the aggregate membership of all students in the school district using the state computer Student Information System (SIS) Program. These records are submitted to maintain the data. These records include the following report forms: student accounting entry form, student account exit form, and the aggregate days membership report. The student accounting entry form includes pertinent data regarding new students entering the schools. Such data includes the student's full name, sex, birthday, grade level, parent or guardian, home address, and the date of entry. The student account exit form notifies the school district of the date a student leaves the school and is no longer enrolled. The aggregate days membership report is submitted to the district at the end of each trimester and reports the aggregate days of membership.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31558

**TITLE:** STUDENT MEMBERSHIP SUMMARY RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31672

3

**TITLE:** STUDENT MEMBERSHIP SUMMARY REPORT

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This computer report is required to be completed on student enrollment as of October 1 to qualify for state funding. Secondary schools directly update the computer Student Information System (SIS) Program and submit a report to the district office. The report includes district, school, code number, grade, enrollment as of October 1 (girls, boys, totals), special education students (boys, girls, totals), total enrollment and enrollment by race and ethnicity.

**RETENTION:**

Retain for 3 years and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31675

3

**TITLE:** STUDENT REGISTRATION RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These forms are completed for all enrolled students registering for specific classes. They are used to notify students of course requirements and to register for specific classes. The forms include grade, student's name, parent's signature, birthdate, sex, and address and telephone number, course requirements for grade level, listings of courses (required, resource, elective, etc.), and indication of class selections.

**RETENTION:**

Retain for 1 year or until resolution of all litigation or conflicts and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the high schools.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31684

3

**TITLE:** STUDENT REPORT CARDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards document official term grades. They are sent at the end of each trimester. They are used for reference purpose. The report cards include student's name and identification number; grade level; school; district; school year; subject; teacher's name; period; grades for first, second, and third term grades; current term's citizenship grade, days absent and tardy per period; term grade point average; parent's or guardian's name and address; and a telephone numbers for parents to call for questions.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the secondary schools.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31548

3

**TITLE:** STUDENT WITHDRAWAL RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This three-part form documents student school transfer requests. The first copy (white) is retained by the school, while the second copy (yellow) is submitted to the school district office with the student's cumulative record, and the third copy (pink) is given to the parent. The district then sends the student's records to the receiving school. The form includes name, address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, and sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether lunches and fees are paid, library books returned, cumulative folder completed; whether a copy of immunizations and academic progress given to parents. The student's teacher adds name, student's reading level, reading text (page or chapter), math text (page or chapter), other comments, date and teacher's signature.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

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

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31548

**TITLE:** STUDENT WITHDRAWAL RECORDS

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31676

3

**TITLE:** STUDENT WITHDRAWAL RECORDS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This form documents student school transfer requests. After the form is submitted the school sends the student's records to the receiving school. A copy is given to the student. The form includes address, and telephone number of school transferring; student's name, birthdate, date, Utah state identification number, last date attended, sex; parent's name and new address; new school; whether student is receiving additional school services; indication whether fees paid, library books returned, cumulative folder completed; and if parent was given a copy of immunizations and academic progress.

**RETENTION:**

Retain for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Business Manager.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31549

3

**TITLE:** TEACHER'S PERSONNEL FILES

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records maintained by the school's principal on all teachers within the school. They are used for easy reference. The school district office maintains the official personnel file on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

**RETENTION:**

Record copy: Retain by district's personnel office for 65 years and then destroy.

Duplicate copies: Retain by elementary school until teacher leaves school and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the provisions of the School District General Records Retention Schedule and the administrative needs expressed by the district.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31549

**TITLE:** TEACHER'S PERSONNEL FILES

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b)

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31723

3

**TITLE:** TRANSPORTATION ALLOWANCE APPLICATIONS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These application forms are completed by parents who must transport their student to and from school or the bus stop. Parents of pupils living 1.5 miles or more from their assigned school are eligible to be paid a transportation allowance when regular school transportation is unavailable under State guidelines. These forms include date, student's name, school, grade, parent's name, telephone number, address, parent's social security number, distance from home to school or distance from home to bus stop, school year covered, parent's signature, district policy, and (if approved) indication of rate to be paid.

**RETENTION:**

Record copy:

Retain by district transportation department for 4 years and then destroy.

Duplicate copies:

Retain by elementary school for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's transportation director.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31723

**TITLE:** TRANSPORTATION ALLOWANCE APPLICATIONS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. parent's social security number

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31724

3

**TITLE:** TRANSPORTATION ALLOWANCE APPLICATIONS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These application forms are completed by parents who must transport their student to and from school or the bus stop. Parents of pupils living two miles or more from their assigned school are eligible to be paid a transportation allowance when regular school transportation is unavailable under State guidelines. These forms include date, student's name, school, grade, parent's name, telephone number, address, parent's social security number, distance from home to school or distance from home to bus stop, school year covered, parent's signature, district policy, and (if approved) indication of rate to be paid.

**RETENTION:**

Record copy: Retain by district's Transportation Director for 4 years and then destroy.

Duplicate copies: Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's Transportation Director.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31724

**TITLE:** TRANSPORTATION ALLOWANCE APPLICATIONS

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. parent's social security number

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31551

3

**TITLE:** WEEKLY ATTENDANCE AND MEALS SERVED SHEET

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These weekly sheets report on daily student absences and meals served. Each morning the sheets are placed in teachers' boxes and they record the absences and meal counts. The sheets are then sent to the office and information is entered into the computer after lunch is served. They are used to create attendance and lunch reports. The sheets include teacher's name, dates, students names, absence, and lunch preference (hot, cold, or milk).

**RETENTION:**

Retain until end of school year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the elementary schools.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31617

3

**TITLE:** WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related fatality, injury, or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each elementary school completes and sends to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within (7) days of the occurrence. The Commission maintains their copy for seven years.

**RETENTION:**

Record copy:

Retain by district's business administrator for 3 years and then destroy.

Duplicate copies:

Retain by elementary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the administrative needs expressed by the district's business administrator.



**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31617

**TITLE:** WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31680  
**TITLE:** WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY OR ILLNESS 3

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report must be submitted to the Industrial Commission in connection with UCA 35-1-97 and 35-2-103 (1993). The forms are prescribed by the commission to report any work-related fatality or any occupational disease resulting in medical treatment, loss of consciousness, loss of work or restrictions of work. Each secondary school completes and sends to the business administrator in cases involving an employee who is injured on the job and/or meets one of the criteria specified in UCA 35-2-103 (1993). The district completes, signs, and mails the report to the Industrial Commission as prescribed by law. The report must be filed with the Commission within (7) days of the occurrence. The Commission maintains their copy for seven years.

**RETENTION:**

Record copy:

Retain by district's Business Administrator for 3 years and then destroy.

Duplicate copies:

Retain by secondary schools for 1 year and then destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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.

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31680

**TITLE:** WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY  
OR ILLNESS

(continued)

**APPRAISAL:**

This disposition is based on the administrative needs expressed  
by the district's Business Administrator.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Box Elder County School District (Utah)

**SERIES:** 31683

3

**TITLE:** YEARBOOKS

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION:**

Permanent.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1994.

**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:**

This disposition is based on the historical value of these records to document the student activities.

**PRIMARY CLASSIFICATION:**

Public