

## Retention and Classification Report

**Agency:** Ogden School District (Utah) (732)

1950 Monroe Blvd.  
Ogden, UT 84401  
801-737-7300

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Ogden School District (Utah)

**SERIES:** 28852

3

**TITLE:** Accreditation reports

**DATES:** 1968-

**ARRANGEMENT:** Chronological by school year, thereunder alphabetical by school name.

**DESCRIPTION:**

This series contains various evaluation reports on the conditions and performance of schools in the district, primarily junior high and high schools. The evaluations are typically prepared for the State Board of Education and/or the Northwest Association of Schools and Colleges as part of the process of receiving accreditation for the schools. The reports include information on aspects of school programs such as course offerings, faculty qualifications, adequacy of facilities and equipment, and existence of appropriate school policies.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of school operations and of the evaluation process for accreditation of schools in the district.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28852

**TITLE:** Accreditation reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28848

1

**TITLE:** Annual financial reports

**DATES:** 1927-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire school district or a specific department. These reports usually include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1927 and continuing to the present. Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the financial management of the school district over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28916

3

**TITLE:** Annual Report and statistics

**DATES:** 1903-1916, 1929-1930

**ARRANGEMENT:** Chronological by school year.

**DESCRIPTION:**

This series contains a published report of the activities of the school district. These records document the organization and reorganization of governmental entities. Information includes history, functional information, organizational files and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Error - Format Type is invalid.

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

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the functioning of the school district in the early 20th century, as well as a record of the prior history of schools in Ogden.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28839

3

**TITLE:** Ben Lomond High School yearbooks

**DATES:** 1954-

**ARRANGEMENT:** Chronological by school year and numerical by volume number.

**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. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of faculty, students, and school life.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28839

**TITLE:** Ben Lomond High School yearbooks

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 14031

3

**TITLE:** Board of Education minutes

**DATES:** 1890-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting. Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

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

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



**AGENCY:** Ogden School District (Utah)

**SERIES:** 14031

**TITLE:** Board of Education minutes

(continued)

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the issues discussed and decisions made at the highest level of the school district.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 3889

3

**TITLE:** FICA report

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by program number

**DESCRIPTION:**

These registers record by department code amounts deducted from employees payroll checks. They are used for reference in retirement and other miscellaneous deductions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on the record's primary administrative value to the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Ogden School District (Utah)

**SERIES:** 30852 3

**TITLE:** Ogden High School Alumni Directory

**DATES:** 1894-1995

**ARRANGEMENT:** Alphabetical by alumnus name, chronological by graduation year, and alphabetical by place of residence.

**DESCRIPTION:**

This series contains a book listing those who graduated from Ogden High School prior to 1996, along with their contact information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency written history, GRS-2529.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

The book in this series has permanent historical value as a quick reference source for individuals who graduated from Ogden High School.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 29614

3

**TITLE:** Ogden High School yearbooks

**DATES:** 1924-

**ARRANGEMENT:** Chronological by school year and numerical by volume number.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of students, faculty, activities, organizations, and student life at the school.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 84191

3

**TITLE:** Permanent employee card

**DATES:** [ca. 1905]-

**ARRANGEMENT:** alphabetical by name of employee

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These cards summarize the work history of district employees. They are used for reference purposes. The cards are updated as information is changed. They include: name, address, marital status, date and place of birth, employment history (year, school worked, name of supervisor, assignment, and salary), date and reason for termination.

**RETENTION:**

Retain for 30 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after termination of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on the administrative needs expressed by the office. These files are seen as essential for referencing information on district employees.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 30274

3

**TITLE:** Personnel records

**DATES:** 1920-

**ARRANGEMENT:** Chronological by hire date.

**DESCRIPTION:**

These records are the personnel records of all Ogden School District employees and document the hiring, employment, termination, and/or retirement of each employee. Wage history, promotions, transfers, and other records necessary for retirement benefits are included here.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after date of hire and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Ogden School District (Utah)

**SERIES:** 30274

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2022.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28812

3

**TITLE:** Photographs

**DATES:** 1890-

**ARRANGEMENT:** Generally Chronological by date of photo, thereunder by school.

**DESCRIPTION:**

This series contains photographs collected by the school district to document various activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as sample documentation of schools and students within the district.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Ogden School District (Utah)

**SERIES:** 30066

3

**TITLE:** Pingree Elementary School photograph albums

**DATES:** 1965-67

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

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the staff and students at the school, as well as documentation of the racial and ethnic diversity of Ogden at the time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 29005

3

**TITLE:** Promissory notes

**DATES:** 1892-1932

**ARRANGEMENT:** Chronologically by year.

**DESCRIPTION:**

This series contains cancelled promissory notes for district bonds that have matured.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of when bonds matured.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 84188

3

**TITLE:** Rental agreement files

**DATES:** 1979-

**ARRANGEMENT:** alphabetical by school

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These files contain agreements between the district and persons or organizations for renting space in district buildings. They are used to authorize the rental, collect fees, indicate the need of any equipment, and explain any applicable rules and regulations for the use of district buildings. They include: date, name of individual, business, or organization; space to be rented and name of school; date and time of use; equipment needed; amount of rent; date fees due; rules for usage of space, signature of district administrator approving rental; signature, address, and phone number of renter. After the use of rental space custodians complete a copy of the form indicating any additional fees to be charged and/or any problems with the rental.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after expiration of rental agreement and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office. It was determined the previous year's files should be kept for the preparation of repeat contracts. The form has no value after agreement has expired. For audit purposes, the

**AGENCY:** Ogden School District (Utah)

**SERIES:** 84188

**TITLE:** Rental agreement files

(continued)

business office maintains for three years a copy of receipts  
issued for all rentals.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 84190

3

**TITLE:** Salary data books

**DATES:** 1967-

**ARRANGEMENT:** chronological, thereunder numerical by position code, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These books are compilations of salary data on all district personnel. They are used for planning and reference purposes. The books from 1966 to 1972 include: name, age, training, salary, total experience, salary schedule, military service, extra experience years, plus thirty hours, dependency, and total salary. From 1972 to 1984, the books included: name, cost code, step, grade, hours per day, days per week, days scheduled, hourly rate, daily rate, monthly salary, salary earned, and scheduled salary. In 1984, the information was automated and the books became computer printouts. They include: name of employee, social security code, account number, percent of full time equivalent (FTE), salary survey (SS), step (ST), lane (LN), number of hours per day, number of contract days, daily rate, monthly salary, and annual contract salary.

**RETENTION:**

Retain for 50 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 50 years and then destroy.

Computer data files: For records beginning in 1984 and continuing to the present. Retain in Office for 2 years after put to Computer Output Microfiche and then erase.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 84190

**TITLE:** Salary data books

(continued)

Computer output microfiche master: Retain in Office for 50 years  
and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by  
the office. This report is seen as the most valuable salary  
record. It is used for reference and planning purposes.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28815

3

**TITLE:** School Board minutes supplementary materials

**DATES:** 1951-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as part of the official school board minutes and as documentation of the issues discussed in board meetings.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28815

**TITLE:** School Board minutes supplementary materials

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Ogden School District (Utah)

**SERIES:** 30027

3

**TITLE:** School census books

**DATES:** 1891-1974

**ARRANGEMENT:** Chronological by census year, thereunder alphabetical by student name.

**DESCRIPTION:**

These census books document a student's personal information including parents' names, occupations, home address, and health data. The books were used by the school district to document children and families that lived within their boundaries in order to secure funding.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of school children in the school district over time.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 30027

**TITLE:** School census books

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.

Personal information about minors under the age of 21 is considered restricted for 100 years under Utah Code 63G-2-305(25) and 63G-2-310(2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2020.

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28847

3

**TITLE:** Scrapbooks

**DATES:** 1925-1975

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains several scrapbooks used to gather publicity about the school district. It contains numerous newspaper clippings detailing events and activities of the schools in the district.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of events and activities in the school district, as well as the media coverage they received. The Ogden Area Public Forum Scrapbook also includes visual materials and some original artwork that has intrinsic value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah)

**SERIES:** 28889

3

**TITLE:** Student cards

**DATES:** 1916-

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

This series contains card used to record information on each student and the classes they took.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of individuals enrolled in Ogden City schools. It also holds permanent value for family history research.

**PRIMARY DESIGNATION:**

Private

This series contains information about minors under the age of 21 that is considered private for 100 years. (Utah Code 63G-2-310)