Retention and Classification Report

Agency: Sevier County School District (Utah) (884)

180 East 600 North
Richfield, UT 84701
435-896-8214

Records Officer: _____

30444	Audit reports
29522	Budget and finance
14048	Minutes
01812	Miscellaneous administrative records
27699	North Sevier High School yearbooks
26127	Official transcripts
29548	Policy and procedures
29754	Richfield High School yearbooks

AGENCY: Sevier County School District (Utah)

SERIES: 30444 3
TITLE: Audit reports
DATES: 1940-1941
ARRANGEMENT: Chronologically by audit period.
DESCRIPTION:

These are studies, and reports prepared and produced as a result of an internal or external audit of the school district. Audit records summarize the district's programs, operations, productivity, performance, compliance, and can include examining and verifying the entities' financial activities for the year.

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical because they provide evidence of business processes of the government and because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Sevier County School District (Utah)

SERIES: 30444
TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 29522 1
TITLE: Budget and finance
DATES: 2010-
ARRANGEMENT: chronological
DESCRIPTION:

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

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Sevier County School District (Utah)

SERIES: 14048 3
TITLE: Minutes
DATES: 1895-
ARRANGEMENT: chronological
DESCRIPTION:

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

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:

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

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

Paper: Retain in Office permanently.

APPRAISAL:

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

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Sevier County School District (Utah)

SERIES: 14048
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 1812 3
TITLE: Miscellaneous administrative records
DATES: 1970
ARRANGEMENT: Alphanumerical
DESCRIPTION:

1978 Board of Education Evaluation of Tooele High School Re-accreditation. Report details the high schools statistical information and compares it to state standards.

Tooele School District Accreditation report for the school district as a whole.

Sevier High School evaluation report for accreditation.

Sevier School District evaluation report for accreditation for the district as a whole.

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.

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on value of records documenting the history, achievements and activities of the Sevier County School District.

AGENCY: Sevier County School District (Utah)

SERIES: 1812
TITLE: Miscellaneous administrative records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 27699 3
TITLE: North Sevier High School yearbooks
DATES: 1906-
ARRANGEMENT: Chronological by publication year.
DESCRIPTION:

These yearbooks document school activities. They are compiled by a yearbook staff with the 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. 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).

Yearbooks provide historical information about students, teachers and school activities.

PRIMARY DESIGNATION:

Public

AGENCY: Sevier County School District (Utah)

SERIES: 26127 3
TITLE: Official transcripts
DATES: 1890-
ARRANGEMENT: Chronological by birth year and thereunder alphabetically by surname.
ANNUAL ACCUMULATION: 1.00 cubic foot.
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 contain: student's name, address, birthdate, parents' names, 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. 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.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Sevier County School District (Utah)

SERIES: 26127
TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99

SECONDARY DESIGNATION(S):

Private

AGENCY: Sevier County School District (Utah)

SERIES: 29548 1
TITLE: Policy and procedures
DATES: 2017-
ARRANGEMENT: none
DESCRIPTION:

These files contain records related to the issuance of policies and procedures and document their formulation. Includes narrative or statistical reports and studies regarding district or office operations, and related correspondence.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Sevier County School District (Utah)

SERIES: 29754 3
TITLE: Richfield High School yearbooks
DATES: 1956
ARRANGEMENT: Chronological by publication year.
DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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 students, faculty, activities, organizations, and student life at the school.

PRIMARY DESIGNATION:

Public