

## Retention and Classification Report

**Agency:** Tooele County School District (Utah) (1168)

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Tooele, UT 84074  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3139

3

**TITLE:** Accounts payable report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This computer report lists the payment of district bills. It is used for accounting and auditing purposes. The report includes the check or purchase order number, date, vendor number, item description, date of purchase order, invoice number, fund code, location number, program code, date of purchase order, amount of invoice and discount and amount. In 1971, the report was computerized and in 1978 the report was placed on Computer Output Microfiche. It is printed three times per month.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3153

3

**TITLE:** Accounts payable voided checks register

**DATES:** 1984-

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

**DESCRIPTION:**

This is a report of accounts payable checks which have been voided. It is used for verification purposes. The report includes the check number, vendor number and name, date issued, purchase order, account number to which payment charged, and actual amount of check.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

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

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have short-term fiscal and administrative value and may be destroyed according to the approved retention schedule.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3153

**TITLE:** Accounts payable voided checks register

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3102

1

**TITLE:** Distribution report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This monthly computer report lists salary and benefits status. The report may come in two sections: an alphabetical listing by employee's name and numerical by account number. Both reports include the following information: employee names, social security numbers, account numbers, current amount paid, month-to-date total paid, quarter to date paid, and fiscal year-to-date paid.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3102

**TITLE:** Distribution report

(continued)

**SECONDARY DESIGNATION(S):**

Private. social security numbers

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 24198

1

**TITLE:** Financial reports

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This monthly computer report is a summary of the district's financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, balance sheet accounts and revenues (local, state, and federal). The report includes account number, description number, description, current month expenditures/receipts, budget, year-to-date expenditures/receipts, and budget balance.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 3 years and then destroy.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 2967

1

**TITLE:** General journal report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by journal number

**DESCRIPTION:**

This monthly computer report is a register of journal entries detailing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3103

3

**TITLE:** Payroll register

**DATES:** 1930-

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee surname

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 65 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 65 years and then destroy.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3103

**TITLE:** Payroll register

(continued)

Computer output microfiche master: Retain in State Records Center for 65 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Records in this series have long-term administrative value to document employment and eligibility for retirement benefits.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 29738

3

**TITLE:** Personnel records

**DATES:** 1915-

**ARRANGEMENT:** Alphabetical by employee's surname.

**DESCRIPTION:**

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

**RETENTION:**

Retain for 65 year(s) or

**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 until end of employment and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). Retention is based on legal requirements per Utah Code 49-11-602(2)(2018).

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 29738

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(a)(2019)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3096

3

**TITLE:** Prior payment report

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prior payment report, GRS-1364.

**AUTHORIZED:** 08-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3096

**TITLE:** Prior payment report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 25280

3

**TITLE:** Publications

**DATES:** 1974-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

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.

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

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

**APPRAISAL:**

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

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 25280

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 2958

1

**TITLE:** Receipt register

**DATES:** 1984-

**ARRANGEMENT:** Numerical by receipt number

**DESCRIPTION:**

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 2963

3

**TITLE:** Retirement monthly report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by location code, thereunder alphabetical by name

**DESCRIPTION:**

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 1 month or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 2963

**TITLE:** Retirement monthly report

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 29479

3

**TITLE:** School board minutes

**DATES:** 2016-

**ARRANGEMENT:** none

**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:**

Retain permanently

**DISPOSITION:**

May 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:**

**APPRAISAL:**

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

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 25526

3

**TITLE:** Special education student files

**DATES:** 1979-

**ARRANGEMENT:** Chronological by student's birth date, thereunder alphabetical by student's name.

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called Student cumulative cards.

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2007. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

Computer data files: Retain in Office for 3 years after graduation or services end and then delete.

Paper: For records beginning in 2008 and continuing to the present. Retain in Office for 1 year and then destroy provided records have been scanned.

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 25526

**TITLE:** Special education student files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 300.562 (2008); 34CFR 99 (2008)

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 3067

1

**TITLE:** Transaction summary report

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder numerical by code

**DESCRIPTION:**

This monthly computer report lists all the district's financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Tooele County School District (Utah)

**SERIES:** 24197

1

**TITLE:** Vendor list

**DATES:** 1999-

**ARRANGEMENT:** Numerical by vendor number

**DESCRIPTION:**

This is a list of vendors providing goods and services to the school district. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office until superseded and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public