

## Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Business Services (1591)

440 East 100 South  
Salt Lake City, UT 84111-1891  
801-578-8334

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

84496	Administrative subject files
84695	Equipment standards and planning guidelines
84664	Monthly accounting printouts
84694	Personnel directories
84679	Procedures manual
84663	Salary negotiation records
84672	School board guidelines and indexes
84503	School real property records
84665	Special reports
84704	Uniform school budget reports

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84496

4

**TITLE:** Administrative subject files

**DATES:** i [ca.1952]-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These files are used by the business coordinator for reference purposes and to support the daily activities of the business office. They contain various types of information including correspondence, reports, brochures, flyers, and news clippings. They concern a wide range of topics: accounting; adult high school; art inventory; bonds and bonding; budget; career ladder information; civil rights; Consolidation study; committees; computers; data processing; earthquake information; equipment information; financial statements; food services; government information; graduation requirements; historical preservation; human affairs; insurance; juvenile courts; legislature; motor vehicle numbers; pedestrian safety; personnel changes; policies; productivity proposals; recreation; requisitions; student travel; textbooks; transportation; Utah League of Women Voters; Wage and Price Standards; and zoning changes.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until updated and superseded and then destroy.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84496

**TITLE:** Administrative subject files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84695

4

**TITLE:** Equipment standards and planning guidelines

**DATES:** i 1986-

**ARRANGEMENT:** Alphabetical by school name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These standards are provided by the district's Equipment Planning Committee for each elementary, intermediate and high school. The purpose of these standards is to ensure equitable distribution of resources. The standards are broken down by subject and include a detailed description of each item, how many are allowed, and the estimated cost. The notebook also includes completed equipment and furniture budget planning guides, request forms, as well as notes concerning whether or not the item requested had been approved.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until outdated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the business coordinator.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84695

**TITLE:** Equipment standards and planning guidelines

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84664

4

**TITLE:** Monthly accounting printouts

**DATES:** i 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These monthly computer printouts contain a current accounting of the school district's revenues and expenditures. They are broken down by fund, object code, and programs. The printouts log not only actual revenues and expenditures but also the original and current budget estimates.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the business coordinator.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84694

4

**TITLE:** Personnel directories

**DATES:** i 1893-1908; 1931-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are address and telephone directories used by the employees of the Salt Lake City School District for both professional and personal purposes. The directories include the address and telephone numbers, and names of all schools and other offices within the district. They also include all personnel, their jobs within the district, home address and telephone number.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

This retention is based on the administrative needs of the department. All previous issues (1893-1988) have been transferred to the State Archives and the Superintendent's Office has placed the State Archives on their mailing list to receive new issues.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84694

**TITLE:** Personnel directories

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(e)



**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84679

4

**TITLE:** Procedures manual

**DATES:** i 1982-

**ARRANGEMENT:** Numerical by subject code

**DESCRIPTION:**

This manual contains procedures adopted by the school board. The manual lists and explains the rules and procedures for conducting business in the Salt Lake City School District and is used throughout the district. The procedures are constantly being revised and updated.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the district. The Superintendent maintains the record copy of the procedures manual.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84663

4

**TITLE:** Salary negotiation records

**DATES:** i 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document salary negotiations between the district and its employees. District employees are represented by different associations who act as negotiators with the school district representatives. Those who have negotiated for salary or benefits increases have included teachers, office personnel, building and grounds personnel, and school food service employees. The records include information on unions, benefits, statistical comparisons with previous years and other districts, correspondence, memos, charts, graphs, meeting notes and other information.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after negotiations completed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the district. These negotiations are documented in the minutes of the school board.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84663

**TITLE:** Salary negotiation records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84672

4

**TITLE:** School board guidelines and indexes

**DATES:** i 1961; 1973-

**ARRANGEMENT:** Numerical by subject code

**DESCRIPTION:**

These are policies approved by the Salt Lake City School District Board of Education. The policies concern the methods, structure, and administration of curriculum and other aspects of education and business within the school district. The policies include such subjects as: teacher's leave of absence, maternity leave of absence, smoking on campus, discipline, and the rental of school buildings for civic and political meetings. The policies also contain a subject index.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the business coordinator. The Office of Superintendent maintains the record copy of all policies.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84672

**TITLE:** School board guidelines and indexes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84503

4

**TITLE:** School real property records

**DATES:** i 1955-

**ARRANGEMENT:** Alphabetical by school name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are reference files on all property owned by the district. They are used to reference information on individual schools and other school property. They include correspondence, memoranda, contracts and other items of information concerning school property. The series also include information on closed schools. Although several schools have closed, not all school property has been sold.

**RETENTION:**

Permanent. Retain for 1 year(s) after disposition of asset

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after school property sold and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 25 years and then destroy.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This retention is based on the administrative needs expressed by the district and the historical value of these records to document the ownership, development, construction, demolition, and the sale of district buildings and property.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84503

**TITLE:** School real property records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(6); 63G-2-305(7)

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84665

4

**TITLE:** Special reports

**DATES:** i 1970-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are special reports requested by the school board or a district department. The reports concern questions of interest and importance to the administration. The reports contain information concerning various topics such as a review of the financial data of the school district, a five-year building program, compliance with civil rights laws, program report on driver's education, a detailed study of earthquake potential in the Salt Lake area and how an earthquake would affect the schools within the district, suggestions for improving the quality of education within the school district and comparisons of Utah's educational standards and achievements with those of other states, and a detailed study of pedestrian safety around the district's elementary schools.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative needs have been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on administrative needs expressed by the district and the historical value of these studies to document education and district activities in Salt Lake City. While



**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84665

**TITLE:** Special reports

(continued)

numerous reports are generated in the day to day business of the school district, only the completed official reports written by those within the school district or by experts who have been directed by the district to perform and report on specific issues will be transferred to the State Archives.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84704

4

**TITLE:** Uniform school budget reports

**DATES:** i 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports which are submitted to the State Office of Education and include information on comparative statistical data, a summary statement of revenues, expenditures, and changes in unappropriated fund balances, unrestricted grants-in-aid, minimum school programs, uniform school district budget reports broken down by expenditures, revenues, funds, and sources, as well as information concerning property tax as required by law. This report is used to create the Office of Education's annual report on funding levels and expenditures for education in Utah.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This retention is based on the administrative needs expressed by the office. No specific state statute nor federal guidelines were identified which indicate a retention period. A five year period is the most common federal requirement for education records.

**AGENCY:** Salt Lake City School District (Utah). Business Services

**SERIES:** 84704

**TITLE:** Uniform school budget reports

(continued)

**PRIMARY DESIGNATION:**

Public