

SCHEDULE 1  
ADMINISTRATIVE RECORDS

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ADMINISTRATIVE RECORDS

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AGENDA (Item 1-2)

These are copies of notices of regular and special meetings of school district committees and task forces. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

2 years if not attached to minutes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DENIED REQUESTS INTERNET LOG FILES (Item 1-35)

These logs identify Internet sites that computer users from local school districts have tried to access and which have been denied because of site content. The logs are created by filtering software used by the Utah Education Network. The data are used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

30 days and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(h)

(Approved 10/02)

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DIRECTORIES

(Item 1-3)

These are directories of all district staff. They include name, district office or school, position title, business address and telephone number. The directories may also include home address and telephone number.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: home address and telephone number (UCA 63G-2-302(1)(f))

(Approved 12/96)

DOCUMENT LOG

(Item 1-4)

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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EQUIPMENT STANDARDS GUIDE (Item 1-5)

These are standards developed by the district for equipment purchases. They are used to ensure the most efficient expenditure of district funds. The standards are normally organized by subject and include an item-by-item description, estimated or guaranteed price, and quantity allowed.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

FEASIBILITY STUDIES (Item 1-7)

These are studies conducted before the installation of any technology or equipment. They include specific studies and system analyses for the initial establishment of and changes made to these systems.

RETENTION

2 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (21) and UCA 63G-2-305 (11)  
(2008)

(Approved 12/96)

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FINDING AIDS

(Item 1-8)

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION

Retain until records to which they pertain are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) ACCESS REQUESTS

(Item 1-9)

These request forms document individuals seeking access to school district records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) SCHOOL DISTRICT APPEALS CA (Item 1-10)

These case files document the appeals for access of school district records to separate district appeals bodies (i.e., school board or separate board) in accordance with school district policies adopted under authority granted in the Government Records Access and Management Act (GRAMA) (UCA 63-3-701 (1995)). These case files include copies of the access request and denial forms, the appeal, research notes, commission or board decision, and any other documentation concerning the appeal process.

RETENTION

Permanent. May be transferred to the State Archives with authority to weed. May be transferred to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GOVERNMENT RECORDS ACCESS AND MANAGEMENT ACT (GRAMA) STATE APPEALS CASE FILES (Item 1-11)

These case files document appeals for access of school district records to the State Records Committee in compliance with the provisions of the Government Records Access and Management Act (GRAMA) (UCA 63-2-701(1)(c); 63-2-403 (1995)). These case files include copies of the access request and denial forms, the appeal, research notes, statements, State Records Committee's order, and any other documentation concerning the appeals process.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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HOUSEKEEPING RECORDS (Item 1-12)  
These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION  
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

INTERNAL COMMITTEE RECORDS (Item 1-13)  
These records document actions of internal staff committees handling problems within the district. These committees do not make district-wide policy. These records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION  
2 years or until administrative need ends whichever is earlier and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

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INTERNET ACCESS LOGS (Item 1-36)

These logs identify Internet sites that computer users from local school districts have tried to access, including both those approved and denied. The logs are created by filtering software used by the Utah Education Network. The data is used by school districts to assure compliance with district Acceptable Use Policies. Information includes the Internet Protocol (IP) address of user, date and time of request, Uniform Resource Locator (URL) of site requested, status code (200 indicates an accepted site and 403 indicates that a request was denied or rejected), size value, and category code.

RETENTION

7 days and destroy, provided logs of denied sites are transferred to record series, Denied requests internet log files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/02)

MAILING LISTS (Item 1-14)

These are lists of names and addresses used for various school district mailings (billings and other administrative purposes).

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302 (2)(d) (2008)

(Approved 12/96)



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MINUTES (Item 1-15)

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

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

NOTARY BOND FILES (Item 1-16)

These files document school district employees providing notary public services. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION

1 year after expiration or renewal of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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ORGANIZATIONAL FILES (Item 1-17)

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the school district. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PERFORMANCE AUDITS (Item 1-19)

These are reports written and prepared as a result of a performance audit of the school district, individual school, or specific program. These studies are frequently contracted with private consultants. They contain summary documentation on agencies' programs, operations and productivity.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1  
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PENDING FILES

(Item 1-18)

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

RETENTION

Retain until reply received or action taken and then incorporate with official files.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

POLICY AND PROGRAM CORRESPONDENCE

(Item 1-6)

These records are business-related correspondence that provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/05)

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POLICIES AND PROCEDURE MANUALS (Item 1-20)

These manuals document policies and procedures adopted by the district, department, or school. They establish rules, guidelines, and processes for conducting operations within the district. They include the actual policies and procedures, approval date, organizational charts, and approval signature of school board and/or superintendent.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (10) and UCA 63G-2-305 (11)  
(2008)

(Approved 12/96)

POLICY AND PROCEDURE CASE FILES (Item 1-21)

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

2 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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PRESS RELEASE FILES (Item 1-22)

These files contain a copy of each officially prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain for 1 month or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

PROJECT CONTROL FILES (Item 1-23)

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION

2 years after project closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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PUBLICATIONS (Item 1-24)

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

Record copy: Permanent. A copy should be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

READING OR CHRONOLOGICAL FILES (Item 1-25)

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION

1 year or until administrative need ends whichever is sooner and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

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RECORDS TRANSFER SHEETS (Item 1-26)

These are the listings of school district records transferred to the State or school district records centers. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, record series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

RETENTION

5 years after records are destroyed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ROUTINE CONTROL RECORDS (Item 1-27)

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION

Retain until no longer needed for operational purposes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

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SCHOOL DISTRICT HISTORIES (Item 1-28)

These are published or unpublished histories of the district and/or individual school, written or financed by the school district. They may include title, author, date written, and the historical narrative.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SYSTEM STUDIES AND REPORTS (Item 1-29)

These are various reports and studies undertaken by or for school districts. They include program analyses, project studies, and final reports.

RETENTION

4 years or until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TECHNICAL REFERENCE FILES (Item 1-30)

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION

Retain until annual review and destroy materials no longer needed for reference.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)



SCHEDULE 1  
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TELEPHONE MESSAGE REGISTERS (Item 1-31)

These registers compile all the daily telephone messages taken by a school district office. They also include logs and similar records.

RETENTION

6 months and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TELEPHONE MESSAGES (Item 1-32)

These are the actual incoming telephone messages received by the school district. They normally include date, time, names of person receiving and leaving message, and action request (e.g., return call, etc).

RETENTION

1 week and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TRANSITORY CORRESPONDENCE (Item 1-1)

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/05)

SCHEDULE 1  
ADMINISTRATIVE RECORDS

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UNSUCCESSFUL GRANT APPLICATIONS (Item 1-33)

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal. (Successful grants are filed individually by grant program).

RETENTION

3 years after rejection or withdrawal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

WORKING CASE FILES (Item 1-34)

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION

5 years after project completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 2  
BONDS AND BONDING RECORDS

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BONDS AND BONDING RECORDS

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BOND REGISTRATION FILES (Item 2-4)  
These are the issuing agent's copies of bond registration stubs.

RETENTION  
3 years after expiration of bonds and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

BOND ISSUE FILES (Item 2-1)  
These files document the implementation of significant school district bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of school district indebtedness.

RETENTION  
10 years after expiration of bond and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

BOND REDEMPTION AND DESTRUCTION CERTIFICATES (Item 2-2)  
These are certificates sent to the school district by the paying agent which track pay and destruction of bond coupons.

RETENTION  
3 years after expiration of bonds and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

SCHEDULE 2  
BONDS AND BONDING RECORDS

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BONDS, NOTES AND COUPONS PAID FILES (Item 2-5)

These are the actual bonds and coupons redeemed throughout the lifetime of the bond. Many school districts no longer receive copies.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

GENERAL OBLIGATION BONDS (Item 2-6)

These issued bonds may be payable from any financial resources of the school district. They constitute a full general obligation of the school district for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the school board (UCA 17-17-1 (1995)).

RETENTION

3 years after being paid or cancelled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TAX ANTICIPATION NOTES (Item 2-7)

These notes document the borrowing of money by local school boards in anticipation "of the collection of taxes or other revenue of the school district as long as it complies with the Utah Municipal Bond Act" (UCA 53A-18-101 (1995)).

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 3  
BUDGET RECORDS

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BUDGET RECORDS

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ADOPTED ANNUAL BUDGET

(Item 3-1)

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" (UCA 53A-19-102 (1995). According to UCA 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

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

BUDGET APPORTIONMENT RECORDS

(Item 3-2)

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION

5 years after close of the fiscal year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 3  
BUDGET RECORDS

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BUDGET WORKING FILES (Item 3-5)

These files contain working papers used to assist in the preparation of district's budgets and to justify budget requests presented to the school board. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION

1 year after the close of the calendar year covered by the budget and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

(Approved 12/96)

BUDGET BACKGROUND RECORDS (Item 3-3)

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

(Approved 12/96)



SCHEDULE 3  
BUDGET RECORDS

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BUDGET INFORMATION FILES (Item 3-4)

These files document the adoption of the district's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting the budget.

RETENTION

1 year after budget has been adopted and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

MONTHLY BUDGET REPORTS (Item 3-6)

This monthly budget report is prepared by the business administrator for the school board in accordance with UCA 53A-19-108 (1995). The report includes amounts of all budget appropriations, disbursements from the appropriation, and percentage of disbursement, and reporting date. The report usually becomes part of the School Board Minutes.

RETENTION

Record copy: Retain for 1 year after publication of annual report and destroy, if not apart of School Board Minutes.

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 3  
BUDGET RECORDS

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TAX RATE SUMMARY SHEETS (Item 3-7)

These report forms are submitted to the county auditor reporting on desired tax levies for property taxes. They include proposed tax rate worksheet, tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

UNIFORM SCHOOL BUDGET REPORT (F-16) (Item 3-8)

This is the district's annual budget report submitted to the State Office of Education. It is used to create the annual budget on funding levels and expenditures for education in Utah. It includes 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.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 4  
FIXED ASSET RECORDS

SCHEDULE 4  
FIXED ASSET RECORDS

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ANNUAL FIXED ASSET REPORTS (Item 4-1)

These worksheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION

Retain until updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DISPOSITION RECORDS (Item 4-2)

These are either forms or records completed by school districts when district property is disposed of either by public auction, competitive bidding, trade, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, value and approval signature.

RETENTION

3 years after disposition of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

EQUIPMENT INVENTORIES FILES (Item 4-3)

These files contain the annual inventory of school district equipment, supplies and other items owned or administered by the school district.

RETENTION

1 year after being reconciled with subsequent inventory and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 4  
FIXED ASSET RECORDS

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FIXED ASSET LISTS (Item 4-4)

These are listings of all district property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, vendor name, and depreciation.

RETENTION

3 years after updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SURPLUS PROPERTY CASE FILES (Item 4-5)

These files document the sale of surplus school district property. They include invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION

3 years after final payment and destroy. NOTE: Federal surplus property may have separate requirements (See specific grants).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

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ACCOUNTS PAYABLE (Item 5-1)

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

RETENTION

4 years (UCA 70A-2-725 (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ACCOUNTS RECEIVABLE (Item 5-2)

These records consist of copies of accounts receivables prepared by school districts to collect amounts owed by vendors, organizations, and citizens having accounts with school district agencies.

RETENTION

4 years (UCA 70A-2-725 (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

ANNUAL FINANCIAL REPORTS (Item 5-3)

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. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

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ANNUAL FINANCIAL REPORT (F-4) (Item 5-34)

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (1995). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

AUDIT REPORTS (Item 5-4)

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public: UCA 51-2-3(3) (2008).

(Approved 12/96)



SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

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**BANK DEPOSIT (PASS) BOOKS** (Item 5-5)  
These books record school district savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

**RETENTION**  
4 years and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

(Approved 12/96)

**BANK STATEMENTS** (Item 5-6)  
These are monthly statements showing the amount of money on deposit to the credit of the school district showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION**  
4 years and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

(Approved 12/96)

**CANCELLED CHECKS** (Item 5-30)  
These are the actual checks cut from a warrant request. Checks are drawn upon a bank ordering payment of the stated sums from accounts previously deposited upon which satisfaction has been made.

**RETENTION**  
7 years and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

CHECK COPY RECORDS (Item 5-7)

These are carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CHECK REGISTERS (Item 5-31)

These registers are numerical listings of check numbers of all checks issued by school district. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION

7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

CHECKBOOK STUBS (Item 5-9)

These are multi-columnar records with chronological check entries. They usually include check numbers, name of individual or business to whom the check was written, and amounts of debits or deposits per account.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

DAILY CASH REPORTS (Item 5-10)

These reports provide a daily records of cash balances, receipts, and disbursements.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

DEPOSIT SLIPS (Item 5-11)

These are bank cashiers' slips showing the amount and date of deposit of monies into school district accounts.

RETENTION

3 years ; 4 years if attached to bank statement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 09/92)

GENERAL JOURNAL ENTRY REPORT (Item 5-13)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

GENERAL LEDGERS (Item 5-14)

These are summaries showing receipts and disbursements of each department or school. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION

10 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

INTERDEPARTMENTAL BILLINGS (Item 5-15)

These are accounting documents that request the transfer of funds between departments and schools for services rendered or materials purchased.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

INVESTMENT REGISTERS (Item 5-18)

These are registers of all investments made by the school district. A worksheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the school district.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

LOST CHECKS (Item 5-29)  
This is legal documentation explaining and justifying a lost warrant.

RETENTION  
1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

SUGGESTED SECONDARY DESIGNATION  
Private: UCA 63G-2-302(1)(f) (2008)

(Approved 12/96)

PAY VOUCHER (Item 5-32)  
These are requests from district offices and schools to pay vendors.

RETENTION  
7 years and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

RECEIPT REGISTER REPORT (Item 5-20)  
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  
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

RECEIPTS

(Item 5-19)

These are receipts issued for money received into school district accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

REFUND REQUEST

(Item 5-21)

This is a form signed by the customer which requests a refund of monies paid to the district.

RETENTION

3 years ; 4 years, if attached to check copy and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SUBSIDIARY LEDGERS AND JOURNALS

(Item 5-22)

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

TRANSACTION SUMMARY REPORT (Item 5-24)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

TRAVEL-PRIVATE VEHICLE USAGE RECORDS (Item 5-26)

These are authorization forms for district officials and employees to use a private vehicle for school district business when it is the most economical method of travel.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008)

(Approved 12/96)

SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

TRAVEL/PASSENGER REIMBURSEMENT RECORDS (Item 5-25)

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, or others authorized to travel.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008)

(Approved 12/96)

UNCLAIMED CHECKS (Item 5-27)

These are unclaimed checks covering disbursements for school district expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION

1 year and then transfer to the State Treasurer, Unclaimed Property Division.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(f) (2008)

(Approved 12/96)



SCHEDULE 5  
GENERAL ACCOUNTING RECORDS

---

VOID CHECK REGISTER

(Item 5-28)

This is a monthly computer report of voided accounts payable checks. It is used for verification purposes. The report includes vendor number, check number, date, name, regular hours, regular amount, overtime hours, overpayment, location code, and gross pay.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

SCHEDULE 6  
PAYROLL RECORDS

---

ADMINISTRATIVE PAYROLL REPORTS (Item 6-1)

These are reports and statistics with supporting and related records which document payroll operations and administration. They include reports and data used for workload and personnel management purposes.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

BUDGET AUTHORIZATION REFERENCE FILES (Item 6-2)

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION

Retain until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

DEDUCTION ANNUITY AUTHORIZATION FILE (Item 6-3)

These employee-completed forms authorize payroll deductions for tax shelters. They include an employee signed request to have tax sheltered annuity withheld for various 403B and 401K companies.

RETENTION

2 years after retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

DEDUCTION AUTHORIZATION FILES (Item 6-4)

These employee-completed forms authorize payroll deductions for various voluntary (nontax savings) deductions such as credit union payments or savings plans, life insurance, association dues, etc. They are used to provide proof to auditors that the employee approved the deductions. They include signed authorizations.

RETENTION

5 years after employee changes or rescinds authorization and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

DEDUCTIONS AND OTHER EARNINGS REGISTERS (Item 6-5)

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

RETENTION

3 years ; 3 years after retirement, if used for referencing retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

DISTRIBUTION REPORTS (Item 6-6)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: social security numbers

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

EMPLOYEE EARNINGS HISTORY FILES (Item 6-7)

These files are an accumulative salary history for individual school district employees. They contain the name and address of employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year to date, net pay, and check number. While these files are considered to be the most important payroll record for retirement purposes, they do not exist in many school districts and other records are then used.

RETENTION

Retain until separation of employee and then place in Personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

FIVE YEAR LEAVE DATA SHEET (Item 6-8)

This is a five year-record of all leave taken by district employees. It includes social security number, employee name, marital status, telephone number, birthdate, department name, date started, school, beginning contract salary, amount of sick and other leave taken by year and month.

RETENTION

5 years or until employment separation and then file in personnel file.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

GARNISHMENT RECORDS (Item 6-9)  
These are records of garnishments or levies for debts owed by employees and attached to employees earnings.

RETENTION  
3 years after end of garnishment and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Private.

SUGGESTED SECONDARY DESIGNATION  
Public: UCA 63-3-301 (1)(b) (2008)

(Approved 12/96)

INCOME TAX EXEMPTIONS AND WITHHOLDING FILES (Item 6-10)  
These files contain records on individual employee income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION  
4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Private.

(Approved 12/96)

INDIVIDUAL AUTHORIZED ALLOTMENT FILES (Item 6-11)  
These files contain forms for individual employee exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION  
4 years after being superseded or separation of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION  
Private.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

**INSURANCE DEDUCTION FILES** (Item 6-12)  
These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

**RETENTION**  
3 years after separation of employee and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Private.

(Approved 12/96)

**LEAVE ADJUSTMENT RECORD** (Item 6-13)  
These are reports of all leave adjustments made during a pay period. This report includes category of adjustments, the amount, social security number, and name.

**RETENTION**  
5 years and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Private.

**SUGGESTED SECONDARY DESIGNATION**  
Public: UCA 63G-2-301 (1)(b) (2008)

(Approved 12/96)

**LEAVE APPLICATION FILES** (Item 6-14)  
These are applications for leave and supporting papers relating to request for, and the approval of taking leave time (vacation, sick, etc.).

**RETENTION**  
1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Private.

(Approved 12/96)



SCHEDULE 6  
PAYROLL RECORDS

---

LEAVE DATA FILES (Item 6-15)

These files contain records of compilations of leave earned and taken. Includes the annual leave compilation card.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

MONTHLY PAYROLL DEDUCTION BILLINGS (Item 6-16)

These billings are deduction letters from insurance companies. They are attached to the payroll listing employees enrolled in optional deductions for specialized insurance and serve as an insurance billing. They include billings and deduction sheet.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

PAYROLL REGISTER

(Item 6-18)

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

7 years if agency has employee earnings history files and then destroy. Retain for 65 years, if agency does not have employee history files and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 03/03)

SCHEDULE 6  
PAYROLL RECORDS

---

PAYROLL REPORT

(Item 6-26)

These report forms are completed and submitted to the district payroll office on or before the fifth 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 official copy is usually sent to the district's payroll department while copies are retained by the school and 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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 06/99)

SCHEDULE 6  
PAYROLL RECORDS

---

PAYROLL ABSENCE SUMMARY REPORT (Item 6-17)

This monthly summary report authorizes payments for leave taken by contracted professional and classified personnel. It includes school, period covered, days absent, number of days, name of absent employee, reason for absence, name of substitute, signature and title.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: reasons for absence

(Approved 12/96)

PAYROLL VOUCHER (Item 6-19)

This report form is submitted monthly by contracted and noncontracted employees authorizing payments for services rendered over and above their regular contract.(e.g., extended career ladder days, substitute pay, supervision of facilities, adult education classes taught). It includes social security number, employee name and address, date, budget number, and a listing of days and hours, services rendered where and for whom, pay rate per day/hour, amount due, approval signatures of principal and supervisor/director, and signature of claimant certifying amounts are accurate.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

PERSONNEL ACTION RECORDS (Item 6-20)

These forms are used to make corrections to payroll. They include date, name, school, address, telephone number, social security number, and sections for adding applicable information on new employees, any salary adjustment, and terminating employee.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: social security number

(Approved 12/96)

RETIREMENT FILES (Item 6-21)

These are reports and register control documents relating to an employee's retirement.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

RETIREMENT REPORTS

(Item 6-22)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

TAXABLE WAGE EARNING REPORTS

(Item 6-23)

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 6  
PAYROLL RECORDS

---

TIME SHEETS (Item 6-24)

These are records which verify hours worked (regular and overtime), leave earned (vacation, sick, emergency, conference/professional) and taken by school district employees.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63-3-302 (1)(e) (2008)

(Approved 12/96)

WAGE SURVEY FILES (Item 6-25)

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION

Retain until completion of second succeeding wage survey and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/96)

SCHEDULE 7  
PURCHASING RECORDS



SCHEDULE 7  
PURCHASING RECORDS

---

CONTRACT PURCHASING RECORDS (Item 7-1)

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION

6 years after expiration of contract (UCA 78-12-23(2) (1995) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

INVOICES (Item 7-3)

These records document the procurement of goods and services for the school district. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

INVENTORY RECORDS

(Item 7-2)

These cards are used to maintain an inventory of supplies and equipment previously purchased by the district and their suppliers. The cards include item number, item description, names of suppliers, stock on hand, and ordering information. The cards will soon become obsolete once the automation of the file has been completed. The automated file is programmed to automatically erase obsolete information from the files once they have become full.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

LEASING CONTRACT FILES

(Item 7-4)

These records document building or equipment leasing contracts between the school district and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

RETENTION

4 years after contract expires (UCA 70A-2a-506 (1995)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

PRICE QUOTATION FILES (Item 7-5)

These records relate to the bid process for obtaining goods or services. Price quotations are given by vendors and other companies estimating the cost of their services to the school district. The records include quote forms, correspondence, purchase orders and other items of information.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PRIOR PAYMENT REPORT (Item 7-6)

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 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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

PURCHASE ORDER (Item 7-7)

These are forms authorizing the order to purchase supplies or equipment by the school district. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

PURCHASE REQUISITION FILES (Item 7-8)

These files contain requisitions for supplies and equipment from current inventory.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

REAL ESTATE ACQUISITION FILES (Item 7-9)

These records document the purchase of real property by the school district. They include the contract and related correspondence.

RETENTION

7 years after unconditional sale of property and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(7) records prepared in contemplation of sale, exchange, lease, rental

(Approved 08/96)

REQUESTS FOR PROPOSALS (Item 7-11)

These are proposals submitted by private vendors in response to bid requests by the school district. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and phone number of company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION

2 years after decision and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

REQUISITIONS (Item 7-12)

These are accounting requests from school or department for goods purchased or services rendered.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SERVICE AGREEMENT RECORDS (Item 7-13)

These records document the professional service agreements between any school district agency and professional individuals or between agencies for temporary services. They include the service agreement and other related records.

RETENTION

4 years after last payment (UCA 78-12-25(1) (1995) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SUCCESSFUL BID PROPOSALS FILES (Item 7-14)

These files contain formal proposals submitted in response to the bidding process to provide products or services to a school district agency by a private vendor which was awarded the school district contract.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

TAX EXEMPTION RECORDS (Item 7-15)

These records document the school district's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

RETENTION

3 years after period covered by related account and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

UNOPENED BIDS PROPOSAL FILES (Item 7-16)

These are solicited and unsolicited bids and proposals to provide products or services which, due to funding or administrative reevaluation, are no longer required by the school district agency or will not be opened to the bidding process.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

UNSUCCESSFUL BIDS AND PROPOSALS FILES (Item 7-17)

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

SCHEDULE 7  
PURCHASING RECORDS

---

VENDOR LIST (Item 7-18)

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 updated or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)

VOUCHERS (Item 7-19)

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 08/96)



SCHEDULE 8  
RISK MANAGEMENT

SCHEDULE 8  
RISK MANAGEMENT

---

DISASTER PLANNING FILES

(Item 8-1)

These files are used to prepare district-wide plans for action to address emergency conditions (e.g., fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the county and the completed disaster plan.

RETENTION

5 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305 (10) (2008)

(Approved 06/97)

SCHEDULE 8  
RISK MANAGEMENT

---

GENERAL LIABILITY ACCIDENT REPORT (Item 8-2)

This is a report form completed and sent to the district's insurance carrier on accidents where a student or patron was seen or treated by a medical provider (or absent for more than one-half day) or where school liability is an issue. This report includes policyholder name, address, and telephone number; accident's date, time, location, first notification, and name of person making notification; description of accident or occurrence; injured person's name, marital status, age, address, telephone number(s); nature and extent of injuries; name of doctor or hospital; probable cause of accident or occurrence; property damage; names, addresses, and telephone numbers of witnesses; name, position, and telephone number of person completing form; name of person reporting incident; name of person receiving report; date; signature of person completing report; and any remarks.

RETENTION

5 years or until all litigation is resolved and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: medical information, home address and telephone numbers,

(Approved 06/97)

SCHEDULE 8  
RISK MANAGEMENT

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HEALTH AND ACCIDENT INSURANCE RECORD (Item 8-3)

These are application forms completed by district employees enrolling into health and accident insurance. The original is sent to the insurer. Includes district name; specific job title; date of employment; policy number; employee name, social security number, address, birthdate, telephone number(s); beneficiary and contingent beneficiary and relationships; information on other insurance and employment; information of coverage requested; optional waiver of group insurance; listing of family members to be covered containing name, sex, birthdates, physicians names and addresses; employee's signature authorizing deductions for insurance; date; effective date and approval signature.

RETENTION

Retain until insurer changed or employee separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

INSURANCE REPORTS (Item 8-5)

These reports are used for the reference and generation of claims which neither required an investigation nor resulted in litigation.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 8  
RISK MANAGEMENT

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**INSURANCE POLICY FILES** (Item 8-4)  
These are insurance policy contracts between the district and private insurers.

**RETENTION**  
18 years after expiration of policy and settlement of all claims and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

(Approved 06/97)

**LIABILITY RISK MANAGEMENT CASE FILES** (Item 8-6)  
These case files document the reporting, investigation, and settlement of liability claims filed against the district.

**RETENTION**  
10 years after case closed and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

**SUGGESTED SECONDARY DESIGNATION**  
Protected: UCA 63G-2-305 (23) (2008)

(Approved 06/97)

**MEDICAL AND DENTAL INSURANCE CLAIM FILES** (Item 8-7)  
These files contain medical and dental claims for school district employees. They are used to track claims and for cost analysis of insurance programs.

**RETENTION**  
3 years after all claims settled and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

**SUGGESTED SECONDARY DESIGNATION**  
Private: UCA 63G-2-302 (1)(a) (2008)

(Approved 06/97)

SCHEDULE 8  
RISK MANAGEMENT

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SAFETY SELF-INSPECTION REPORTS (Item 8-8)

These self-inspection survey reports are completed annually by each school on forms provided by the State Division of 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

1 year or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 8  
RISK MANAGEMENT

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STUDENT INJURY REPORT

(Item 8-9)

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

7 years and then destroy provided there is no pending claim or litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

WORKER'S COMPENSATION EMPLOYEE'S FIRST INJURY REPORT

(Item 8-10)

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. The report is completed for 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

3 years or until final report filed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

SCHEDULE 9  
CHILD ACCOUNTING/ATTENDANCE RECORDS



SCHEDULE 9  
CHILD ACCOUNTING/ATTENDANCE RECORDS

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ANNUAL PUBLIC SCHOOL ENROLLMENT REPORT (Item 9-1)

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

ANNUAL STATISTICAL REPORT (S-3) (Item 9-2)

This is an annual three-part report submitted to the State Office of Education on student enrollment, adult education, and staffing levels. It is used to create the state annual report. All figures are certified. The first part is a membership summary containing the year-end enrollment and aggregate days memberships including statistics on high school graduates, fee waivers, drivers' education, youth-in-custody, immunizations, fire drill compliance, out-of-district tuition paid students, and incidents of delinquency activity. The second part reports on full time equivalent (FTE) and racial background for all classified employees and summer school certified personnel. . The third part reports on all adult basic education and adult high school programs.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 9  
CHILD ACCOUNTING/ATTENDANCE RECORDS

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**BLOCK HISTORY MONTHLY REPORTS** (Item 9-3)

These monthly reports provide geographic projections on student enrollment. They are printed as needed and are used for future planning. The reports contain the number of people living on each block (or grid) within city or county and the number of school age per block (or grid).

**RETENTION**

Retain until superseded and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 06/97)

**FAMILY HISTORY CARDS (CENSUS CARDS)** (Item 9-4)

These card files document surveys undertaken of families residing within the school district. These surveys were undertaken during the 1950s, 1960s, and 1970s and were used as an official accounting of children living within the school district boundaries for planning purposes. These time-consuming surveys were discontinued during the 1980s. The cards include date, parents' names and address, children's names, gender, and ages.

**RETENTION**

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

**SUGGESTED PRIMARY DESIGNATION**

Private.

(Approved 06/97)

SCHEDULE 9  
CHILD ACCOUNTING/ATTENDANCE RECORDS

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PUBLIC LAW 874 SURVEY FORMS (Item 9-5)

These records document the annual survey taken to qualify for federal impact funds in accordance with 34 CFR 222 (1996). Public Law 874 provides federal funding for eligible school districts with students whose parent(s) or guardian(s) live or work on federal property. Only districts where children equal at least 2,000 average daily attendance (ADA) and 15 percent of the district's total average daily attendance may receive payments. 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

3 years after the last payment for a fiscal year or until resolution of any questioned audit and any necessary adjustments to payment have been made (34 CFR 222.10 (1996)) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 10  
CURRICULUM/INSTRUCTION RECORDS

SCHEDULE 10  
CURRICULUM/INSTRUCTION RECORDS

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CURRICULUM ENROLLMENT (Item 10-2)

This is an annual report submitted by districts to the State Office of Education recording the quarter hours of college credit taught to high school students for concurrent high school and college credit on both the high school and college campuses. It is used to administer the program and to generate district funding. The report includes district, school student, class and credit information.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

SCHEDULE 11  
FACILITIES RECORDS

SCHEDULE 11  
FACILITIES RECORDS

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AMERICANS WITH DISABILITIES ACT ACCESSIBILITY RECORDS (Item 11-1)

These records document compliance to the Americans with Disabilities Act (ADA). They include surveys of schools and other district buildings to determine accessibility to the physically handicapped, copies of federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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ASBESTOS MANAGEMENT PLAN (Item 11-3)

This management plan is required by 40 CFR 763.93 (1998) 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 and whether they contain friable and nonfriable Asbestos Building Material (ACBM), friable and nonfriable suspected ACBM assumed to be Asbestos Containing Material (ACM) (40 CFR 763.93(e) (1998)) 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(1) (1998)). 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) (1998)). Every six months a surveillance report is required to be prepared by each principal (40 CFR 763.92(b)(2) (1998)). A copy of this report becomes part of the management plan (40 UCA 763.92(b)(2)(iii) (1998)). 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.

SUGGESTED PRIMARY DESIGNATION

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

(Approved 06/97)

AS-BUILT CONSTRUCTION PLANS AND SPECIFICATIONS (Item 11-2)

These are the final plans and specifications for approved and constructed district buildings.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)



SCHEDULE 11  
FACILITIES RECORDS

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CHANGE ORDER RECORDS (Item 11-16)

These records document changes made during the construction which require increased expenditures. They are also used for budgeting purposes. They include purchase orders, copies of bills, applications of certificate for payment, copies of work orders, construction budget report, detailed statements, and weekly time sheets.

RETENTION

6 years after construction completed and destroy (UCA 78-12-25.5(2) (1996)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION CASE FILES (Item 11-12)

These case files document the construction of new district buildings and addition to existing structures. They include architect's field reports; performance bonds; construction charges; insurance certificates; observation reports; various inspections (fire marshal's, construction inspection; district inspections); completion certificates; correspondence with property owner(s), architect, and contractors; certificates of completion; and other related correspondence.

RETENTION

6 years after completion of construction and then destroy (UCA 78-12-25.5(2) (1996)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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CONSTRUCTION LEGAL FILES (Item 11-17)

These construction records document agreements between the school district, architects, contractors and subcontractors. They include original agreements and contracts, certificates of insurance, and performance bonds.

RETENTION

6 years after expiration of contracts and destroy (UCA 78-12-23 (1996)).

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

CONSTRUCTION PAYABLE FILES (Item 11-15)

These files contain all payments made for the construction of district buildings. They are used to track all construction expenditures and for budgeting purposes. They include purchase orders, invoices, copies of bills, applications of certificate for payment, copies of work order, construction budget report detailed statements, and weekly time sheets.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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OPERATION MANUALS (Item 11-11)

These are manuals on the operation of all equipment within district (e.g., heating and cooling systems). They are used to properly maintain and repair district equipment. They include model numbers; serial numbers; manufacturer's name, address, and telephone number; maintenance instructions; parts listings; and schematics.

RETENTION

Retain until superseded or equipment replacement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PRECONSTRUCTION CASE FILES (Item 11-10)

These case files document all aspects of the planning process for the construction of school and district buildings. They include advertisement for bids, requests for proposals (RFPs), subcontractor and contractor bid tabulations, bid bonds, architects and contractors agreements, specifications, memoranda, soils and foundation reports, preliminary drawings, accepted bid proposals, cost estimates, copies of insurance policies, operational procedures, guidelines and requirements for submitting proposals, construction change orders, copies of meeting minutes and agenda, design data, and related correspondence.

RETENTION

3 years after completion of construction and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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REAL PROPERTY FILES (Item 11-8)

These are reference files on all property owned by the district. They are used to reference information on individual school or district property. They include deeds, photographs, correspondence, memoranda, contracts and other items of information concerning school property. The series also includes information on closed schools.

RETENTION

Permanent. May be transferred to the State Archives after property is sold. May be transferred to the State Archives after property is sold.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

RENTAL AGREEMENTS (Item 11-9)

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 use 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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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RENTAL AND FACILITY SUPERVISION REPORT (Item 11-4)

This monthly report is submitted to the district's business administrator on all school facility rentals. It is used for accounting purposes. The 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.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SHOP DRAWINGS (Item 11-13)

These are the working architectural drawings used during construction. They document changes during construction. They include blueprints and specifications, notes, and shop drawing logs.

RETENTION

Retain until completion of construction and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SPACE UTILIZATION REPORTS (Item 11-5)

These are annual reports on the amount of floor space in school district buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

RETENTION

Retain until superseded or obsolete and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 11  
FACILITIES RECORDS

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TESTING RECORDS (Item 11-14)

These records document on-going tests undertaken during construction. The tests are used to determine whether construction materials meet specifications and to identify any problems with soils at the construction site. They include compression results for concrete and asphalt and soil tests.

RETENTION

2 years after construction completion and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

WORK ORDER LOG (Item 11-6)

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

WORK ORDERS (Item 11-7)

These forms are used to request maintenance and repair of district equipment or buildings. They include work order number, date, school or district office, type of repair (building or equipment), principal's or director's approval, account number, repair problem, and information on completion of repairs (parts, labor, person making repairs, and date).

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 12  
FOOD SERVICE RECORDS

SCHEDULE 12  
FOOD SERVICE RECORDS

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ANNUAL SCHOOL LUNCH AND BREAKFAST STATISTICAL REPORT

(Item 12-1)

This is the annual statistical report on the school lunch, special milk, and breakfast programs submitted to the State Child Nutrition Section. It is used to create the state annual report and to comply with federal requirements. Includes district number; period covered; number of institutions in lunch and breakfast programs; average number of days lunch served; variations in number of days schools served lunch; reduced price charged to students for lunch; total number of reimbursable student lunches claimed (free, reduced, paid); average number of days breakfasts served; variations in number of days schools served breakfast; reduced price charge to student for breakfast; total number of reimbursable student breakfasts claimed for regular and severe need (free, reduced, paid); title and the reporter's signature. The Schedule A form is submitted with the annual policy indicating each school's percent of free and reduced price lunch participation in the second preceding year. If the school served at least forty percent free and reduced meals then that school qualifies for severe need breakfast reimbursement. Qualifying schools are entitled to additional breakfast program disbursement federal funding. Summer programs qualify if the percentage of free and reduced lunches are at least fifty percent of lunches served. The State Child Nutrition's copy is retained for "3 years after final status report is filed with the U.S. Department of Agriculture" in accordance with 7 CFR 210.23 (1995).

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)



SCHEDULE 12  
FOOD SERVICE RECORDS

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DEPARTMENT OF AGRICULTURE FOOD USAGE AND INVENTORY REPORT (Item 12-2)

This is a report submitted in June and December to the Child Nutrition Section, Utah State Office of Education. The report is used to verify usage of U.S. Department of Agriculture (USDA) food indicating what and how fast it is being used. This report includes program, report closing date, USDA food received, units on hand, transfers out of the School Food Authority (SFA), total available for use, amount used, adjustment, and new inventory. The state maintains their copy for 3 years after close of fiscal year to which records pertain and then destroy.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

FREE AND REDUCED MEALS ANNUAL POLICY AGREEMENT (Item 12-4)

This agreement policy is a legal contract between the state and local districts participating in the Child Nutrition Programs. After 1997 a permanent agreement would be initially made, followed by an annual extension document updating current signatures and information. It includes the prototype free and reduced price policy, changes, and current benefit application. Copies of the free and reduced price meal policies must also be maintained at each school. The state's copy is maintained for 3 years after formal status report is filed with U.S. Department of Agriculture in accordance with 7 CFR 210.23(c) (1995).

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 12  
FOOD SERVICE RECORDS

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FREE AND REDUCED MEALS APPLICATIONS (Item 12-3)

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. These forms may either be maintained at the individual school or at the district level.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

MEALS AND MILK COUNT REPORTS (Item 12-5)

These are reports submitted to the district by each elementary and secondary school on milk and meals served daily. They are used to compile a monthly report to the State Office of Education and to generate reimbursements for meals meeting regulating requirements. The report includes the date, school, total meals served, number of paid, reduced, free, paid, and adults served.

RETENTION

3 years after close of fiscal year to which records pertain and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 12  
FOOD SERVICE RECORDS

---

MONTHLY REIMBURSEMENT CLAIM REPORT (Item 12-6)

This is a monthly claim report on the National School Lunch, Milk, and Breakfast programs submitted to the State Child Nutrition Section of the Utah State Office of Education. It is used to request reimbursements for free, reduced price, and paid lunches and breakfasts provided to all school children according to eligible status. The report includes program name, agreement number, beginning and ending dates of report; number of sites; attendance factor; statistics for children approved; potentially eligible; public school meals actually served and meals served to non-public school children for free, reduced, paid and totals; explanations of change from current and previous months for free, reduced, paid, and totals; statement certifying accuracy of report; authorizing signature; date; and report preparer's name. The State's copy is maintained for 3 years after final status report is filed with the U.S. Department of Agriculture in accordance with 7 CFR 210.23 (1995).

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

PACKING SHEETS (Item 12-7)

These are packing lists accompanying all food purchases. They are used to verify shipments and receipt of food purchases. The lists include date, ticket number, page and run numbers, district name, number of boxes delivered, requisition number, original quantity ordered, quantity shipped, still on order, unit (case, bag, can), unit cost, total cost, item number, item description, and totals.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 12  
FOOD SERVICE RECORDS

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VERIFICATION REPORT

(Item 12-8)

This is an annual report submitted to the Office of Education's Child Nutrition Programs to verify accuracy of income levels and number of children served with free and reduced meals. The report includes district name, date, total number of free/reduced price applications on file as of October 31, the percent sample of children selected (depending on the type of verification used), how selection was made (computer or random number table), total applications needed for verification purposes, total applications actually verified, total applications with no change in status, total applications changed category, total applications terminated because applicants failed to respond to survey, whether verification completed by December 15, and signature. The summary tracking verification form from each school includes application number, head of household selected for verification, whether free or reduced, number of children, indication of any change, date, any comments, totals, signature of verifying official, and dates report completed and submitted to State.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

SCHEDULE 13  
LIBRARY/MEDIA CENTER RECORDS

SCHEDULE 13  
LIBRARY/MEDIA CENTER RECORDS

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**ACCESSION RECORDS** (Item 13-1)  
These records document the accession of library materials. They include title, publisher's name, date ordered and received, list price, and discount price.

**RETENTION**  
Retain until administrative need ends and then destroy; accession books created before 1960 permanent, transfer to State Archives with authority to weed.

**SUGGESTED PRIMARY DESIGNATION**  
Public.

(Approved 06/97)

**CIRCULATION RECORDS** (Item 13-2)  
These are records of all library materials checked out from the library system. They may be automated or manual systems. The information includes the item title, identification number (barcode number), date item due, patron name and library card number.

**RETENTION**  
Retain until items returned and late fees paid and then destroy.

**SUGGESTED PRIMARY DESIGNATION**  
Private: UCA 63G-2-302(1)(c) (2008).

(Approved 06/97)

SCHEDULE 13  
LIBRARY/MEDIA CENTER RECORDS

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HOLDINGS CATALOG

(Item 13-3)

This catalog serves as a finding aid for library users in locating library materials currently in the library collection. Manual library catalogs have been replaced in many libraries with on-line catalogs. These catalogs are constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date and subject headings. Computer catalogs also include number and status of copies (on shelf, checked out and date due).

RETENTION

Retain until catalog closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

LIBRARY COMPLAINTS

(Item 13-4)

These records document complaints received and actions taken concerning library services, including programming and material selection policies. They include complainant's name, address, and telephone number, date, explanation of complaint, and related correspondence.

RETENTION

1 year after resolution and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008)

(Approved 06/97)

SCHEDULE 13  
LIBRARY/MEDIA CENTER RECORDS

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LOST MATERIALS AND REFUND RECEIPTS (Item 13-5)

These are receipts issued by the library when a patron pays for lost library materials. They are used to verify payment and if the book is located a refund will be granted. These receipts also serve as a backup record to verify payment if a question arises. The receipts include the patron name and identification number (barcode number), library materials' titles, amount paid and date.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

(Approved 06/97)

PATRON ASSISTANCE PUBLICATIONS (Item 13-6)

These publications are booklists and other guides created by library staff members. They are used to aid students in locating library materials and to assist in using the library. The information contained in these publications vary but all include the library name and location.

RETENTION

Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)



SCHEDULE 13  
LIBRARY/MEDIA CENTER RECORDS

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SHELF LIST (Item 13-8)

This is the master inventory of all library holdings currently in the library collection. Traditionally the record was a card file which was arranged by shelf or classification number, but has now largely been computerized. This master inventory is constantly being changed as materials are added and withdrawn from the collection. It includes classification number (or call number), author, title, and number of copies.

RETENTION

Retain until catalog closes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/97)

STUDENT REQUESTS (Item 13-7)

These are requests by students or staff for materials currently checked out or to add new materials to the media center collections. They may be a form and/or electronic record. They may include library card number; patron's name, address, telephone number, and signature; call number, author, and title of material requested; patron's signature, and indication of material's status (checked out, overdue, reordered, out-of-print).

RETENTION

1 year or until request is filled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302(1)(c) (2008).

(Approved 06/97)

SCHEDULE 14  
PERSONNEL RECORDS

SCHEDULE 14  
PERSONNEL RECORDS

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AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION REQUESTS (Item 14-6)

These requests are made by individuals for disability accommodations. They include medical data about the person, accommodations made, denials, appeals, and other information about accommodation requests from service, program, or activity recipients, including applicants, employees and volunteers.

RETENTION

5 years after termination or retirement and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

CAREER LADDER REPORTS (Item 14-35)

This report is completed once a year by each district. Plans for the Career Ladder program and funds are reported and approved by the State Board of Education in the summer and fall and end-of-year reports made in June. The databases compiled from these reports record district comparisons on both district plans and end of year report.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

---

CERTIFIED EMPLOYEE CONTRACTS (Item 14-11)

These are employment contracts between the district and individual certified employees. Contracts are signed by both the individual employee and the superintendent, assistant superintendent, or business administrator. They may include the following: the agreement, name of certified employee, step and lane, basic salary, social security number, total compensation, number of years in district, number of years out of district, whether payments are made in ten or twelve month increments, payments for extra periods, and date.

RETENTION

6 years after expiration of contract and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

CERTIFIED EMPLOYEE HISTORY CARDS (Item 14-3)

These cards provide an employment history summary of certified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They contain the basic employment history, past and current of all district certified employees. The card includes name, home address and telephone number, social security number, date hired, work and salary history (year, school, assignment, step and lane, salary), education (dates, degrees, major, minor, college/university), and certification (date, title of certification, and date of expiration). This information has been computerized in many districts.

RETENTION

5 years after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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CERTIFIED PERSONNEL FILES (Item 14-1)

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

Record copy: Retain for 65 years from date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2004)).

Duplicate copies: Retain for 1 year after termination and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: UCA 63G-2-302 (1)(f).

SUGGESTED SECONDARY DESIGNATION

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

(Approved 07/04)

SCHEDULE 14  
PERSONNEL RECORDS

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CLASSIFIED EMPLOYEE HISTORY CARD (Item 14-4)

These cards provide an employment history summary of classified district employees. They are used exclusively for easy reference, and are part of the employee's personnel file. They include employee name, home address and telephone number, social security number, birth date, date hired, work and salary history (date, name of school or department assigned, position, step, lane, number of days worked, number of hours per day worked, hourly rate, and annual salary), and if applicable, date terminated. This information has been computerized in many districts.

RETENTION

5 years after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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CLASSIFIED PERSONNEL FILES (Item 14-2)

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

RETENTION

Record copy: Retain for 65 years from the date of employment or 3 years after retirement or death, whichever is earliest, and then destroy (UCA 49-11-602 (2004)).

Duplicate copies: Retain for 1 year after termination and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

Public: UCA 63G-2-201(1)(b)

(Approved 07/04)

CONTRACT NEGOTIATION RECORDS (Item 14-10)

These files document wage and benefit negotiations between the district and local labor representatives for both certified and classified employees. They include each proposal and counter-proposal, requests and response, final charge, negotiated agreement and salary and benefit package.

RETENTION

6 years after expiration of contracts and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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COURSE ANNOUNCEMENT FILES (Item 14-19)

These are informational files on training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to district employees by government agencies and non-governmental agencies.

RETENTION

Retain until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

ELIGIBILITY REGISTER (Item 14-22)

This is a register of persons identified as qualified (eligible) to fill specific school district positions. The school district hires from this register.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EMPLOYEE TRAINING FILES (Item 14-14)

These files document course availability and school district personnel participation in training programs sponsored by the district, other government agencies, and non-governmental agencies. They include correspondence, reports, participant lists and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION

6 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)



SCHEDULE 14  
PERSONNEL RECORDS

---

EMPLOYMENT APPLICATIONS (NOT HIRED) (Item 14-23)

These are application forms completed by persons seeking school district employment who were not hired. An applicant may update the application and request it be retained longer. They include the name, address, and phone number of the applicant, employment history, education, and a list of references.

RETENTION

2 years or 1 year after being updated.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

EMPLOYMENT ELIGIBILITY RECORDS (I-9) (Item 14-7)

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, or when recruiting for a fee or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993). It is used to verify that the prospective employee, if a U.S. citizen, resident alien, or legal immigrant is eligible to be hired in the United States.

RETENTION

3 years after date of hire or one year after termination date, whichever is longer (8 CFR 274a.2) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINTS (Item 14-24)

These files document official discrimination complaints received and resolved by the school district. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION

4 years after resolution of case and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FILES (Item 14-25)

These files document the adoption and administration of school district affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Act of 1972. The files include program correspondence, program plans, reports and may include antidiscrimination committee meeting records and reports.

RETENTION

1 year or until audited and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS (Item 14-32)

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATISTICS FILES (Item 14-26)

These files contain employment statistics and statistical reports related to race and gender.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

FAMILY MEDICAL LEAVE APPLICATIONS (Item 14-16)

These applications document employee requests to take leave in accordance with the Family and Medical Leave Act of 1993. They include employee name, address, occupation, rate or basis for pay in terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, dates (or hours) leave taken by employee, information regarding employee benefits, and data regarding any dispute between the employer and employee over the leave designation as Family and Medical Leave Act leave.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 29 CFR 825.500(g) (2008).

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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GRIEVANCE AND DISCIPLINARY FILES (Item 14-27)

These files document the review of grievances and appeals raised by school district employees, except EEO complaints. These case files include witnesses' statements, reports of interviews, and hearings; examiner's findings, recommendations and exhibits, and records relating to a reconsideration request.

RETENTION

3 years after case is closed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private: unsubstantiated.

SUGGESTED SECONDARY DESIGNATION

Public: substantiated (UCA 63G-2-301(2) (2008)

(Approved 05/98)

INTERVIEW RECORDS (Item 14-28)

These are records relating to interviews with prospective employees and described in 29 CFR 1602.14 (1992). They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION

6 months after hiring decision is made and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

JOB DESCRIPTIONS (Item 14-17)

These are job descriptions for classified and certified positions within the school district. They may include job title, job site, duties, educational requirements, step and salary ranges.

RETENTION

1 year after superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

---

JOB OPENING FILES (Item 14-29)

These files contain a listing of all current job openings with job descriptions.

RETENTION

3 years or until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

LANE CHANGE RECORDS (Item 14-12)

These records document requests for lane changes for additional training received. Guidelines have been established providing specific criteria for course acceptance. Prior approval is required for unauthorized classes or seminars. The requests are reviewed by a district committee and are either approved, denied or request additional information. The records include the request, the committee review and decision, and if approved date training completed. These records may be filed in the personnel file.

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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**MEDICAL FILES**

(Item 14-5)

These files document the medical conditions of both certified and classified employees. They include Family and Medical Leave Act (FMLA) request forms, vaccination forms, critical family illness forms, tuberculosis test results, sick bank requests, requests for sick leave, physician's notes for employee absence, and related correspondence.

**RETENTION**

1 year after termination and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Private.

(Approved 05/98)

**NEW HIRE REGISTRY REPORT**

(Item 14-37)

This report is required to be submitted to the Utah State Department of Workforce Services on all district new hires in accordance with the Personal Responsibility and Work Opportunity Act (UCA 35a-11-101 (1996)). This information is used to create a State New Hire Registry to match against existing child support records to locate parents, establish an order or enforce an existing order. Once these matches are made, the State will transmit the New Hire reports to the National Directory of New Hires (NDDH) which allows the Office of Child Support Enforcement to be able to assist States in locating parents on a national level. The reports include employee name, social security number, mailing address; employer name, federal employer identification number, mailing number; employee date of hire or rehire; employee occupational title; and full-time or part-time employment status. The report is submitted with the employee's W-4 form within twenty days of new employment. The report may be submitted by paper or electronic medium.

**RETENTION**

1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Private.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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PERFORMANCE RELATED RECORDS (Item 14-30)

These records document the evaluation of employee performance. They include appraisals and job standards upon which they are based, and any supporting documentation. These records are normally part of the personnel file.

RETENTION

3 years after date of appraisal and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

PERSONNEL REPORT (Item 14-15)

This is a weekly or biweekly report submitted by the Personnel Department to the School Board. It is used to update and inform the board members on the status of employment within the school district. It includes the names of individuals being hired, as well as their position and location of work. The report also gives the names of people who have left the district as well as their position, school, and reason for leaving.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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RECRUITMENT FILES (Item 14-36)

These files document the recruitment of applicants for vacant district positions. They include the job announcement, eligibility lists, copies of recruitment request, possible interview questions, and notes.

RETENTION

2 years after position filled and resolution of any related litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

SALARY SCHEDULES (Item 14-20)

These are the official salary records. They are used to document each individual salary scale and to determine salaries for specific categories of employee. Each schedule includes a printed schedule divided into steps, lanes, and categories indicating specific assigned salaries. Footnotes may explain increases or calculation formulas.

RETENTION

5 years after being superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)



SCHEDULE 14  
PERSONNEL RECORDS

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STUDENT EMPLOYEE FILES (Item 14-9)

These files document students temporarily hired by the school district for groundskeeping, building maintenance, answering telephones, and office assistance. They include application, evaluation, work schedule, and related correspondence.

RETENTION

1 year after student graduates or leaves school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

SUBSTITUTE TEACHER FILES (Item 14-8)

These files document persons eligible to be hired as substitute teachers. They include an application form, fingerprints and criminal history check, some transcripts (or other verification of credit hours), and a record of previous substitute teaching.

RETENTION

3 years after termination as a substitute teacher and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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SUMMER YOUTH PROGRAM FILES (Item 14-31)

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of office or labor training/modification form, employment applications, and related correspondence.

RETENTION

3 years after termination of employment and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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TEACHER CERTIFICATION SYSTEM (Item 14-13)

This computer system documents all teachers certified to teach in the State of Utah. The Utah State Office of Education (USOE) adds basic information on certified teachers including degrees, state in-service training, certificates, and endorsements while the district is responsible for keeping employment information current. The district adds current assignments including an accurate specific percentage breakdown (e.g., 50 percent physical education, 25 percent teaching history, 25 percent teaching English), salary, lane and step, number of days working, and credit summary. The information is updated monthly and is audited by the USOE. When the teacher moves from one district to another, the employee must be terminated before the new district can add current information. The system includes demographic data (i.e., name, social security number, date of birth, home address), certificates and endorsements, criminal history (if any), inservice training received, and a listing of professional teaching experience.

RETENTION

Retain until updated or teacher leaves district and then delete obsolete data.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

---

TEACHING AIDS TRAINING RECORDS (Item 14-33)

These are records of teaching aids used for personnel instruction which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION

Record copy: Permanent. Retain teaching aids created by agency; retain teaching aids from other agencies or private institutions until obsolete or superseded and then destroy.

Duplicate copies: Retain until obsolete or superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 05/98)

TEMPORARY EMPLOYEES PERSONNEL FILES (Item 14-34)

These are files maintained on temporary employees which were provided no benefits by the school district. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION

1 year after separation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 05/98)

SCHEDULE 14  
PERSONNEL RECORDS

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UNIVERSITY RECOMMENDATION TEACHER PACKETS

(Item 14-18)

These are informational packets sent by university and college placement centers on potential employees that have made application to teach in a school district. They are used in the hiring process. They include recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, and statements from cooperating university supervisors.

RETENTION

Retain until candidate is hired or until application is no longer active and then destroy provided files are retained for no longer than 3 years.

SUGGESTED PRIMARY DESIGNATION

Protected.

(Approved 05/98)

SCHEDULE 15  
SCHOOL BOARD RECORDS

SCHEDULE 15  
SCHOOL BOARD RECORDS

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BOARD AGENDA (Item 15-1)

These are copies of notices of regular and special school board meetings. They usually include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION

2 years or until administrative need ends, if not part of the official minutes and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

BOARD EXHIBIT FILES (Item 15-5)

These files document materials submitted to school board members before and during special and regular meetings. They serve as items of discussions during the meetings. They generally include copies of agenda, special reports, budget proposals, policy procedures, and related correspondence, but may include original documents.

RETENTION

Record copy: Permanent. May be transferred to the State Archives.

Duplicate copies: Retain until administrative need ends and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 15  
SCHOOL BOARD RECORDS

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BOARD MEETING TAPE RECORDINGS (Item 15-7)

These are the actual tape recordings of regular and special school board meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5 requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION

1 year after approval of official minutes and then destroy; provided resolution of any related litigation.

SUGGESTED PRIMARY DESIGNATION

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

SUGGESTED SECONDARY DESIGNATION

Protected: UCA 63G-2-305(32) (2008); UCA 52-4-7.5 (2) (2008)

(Approved 03/98)

BOARD MINUTES (Item 15-2)

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)



SCHEDULE 15  
SCHOOL BOARD RECORDS

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ELECTION BALLOTS

(Item 15-6)

These are the official ballots cast by voters in school district bond elections. They shall be preserved "for at least 22 months after an election . . . destroy them without opening or examining them" (UCA 20A-4-202(2)(a) (1995).

RETENTION

22 months after the election or until time has expired during which ballots could be contested (UCA 20A-4-202(2) (1995) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: UCA 20A-4-106(2008); and 20A-4-401.

(Approved 12/97)

OATHS OF OFFICE

(Item 15-3)

These records are the official oaths of the school board members, superintendents, business officials, and members appointed to advisory boards. They are used to verify that oaths were administered in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation."

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 15  
SCHOOL BOARD RECORDS

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PETITIONS

(Item 15-4)

These files contain the formal written petitions from school district residents submitted to the school board proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners.

RETENTION

5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/97)

SCHEDULE 16  
SPECIAL EDUCATION RECORDS

SCHEDULE 16  
SPECIAL EDUCATION RECORDS

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SPECIAL EDUCATION RECORDS (Item 16-1)

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents.

RETENTION

3 years after graduation or services end. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt.

SCHEDULE 17  
STUDENT RECORDS

SCHEDULE 17  
STUDENT RECORDS

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APPLIED TECHNOLOGY ROLLBOOKS (Item 17-16)

These are rollbooks for students enrolled in vocational training. They are used to record student attendance. The rolls include the teacher's name, student's names, school and class, entry date, exit date, and days absent.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99.

(Approved 10/98)

COMPLIANCE CERTIFICATION FORMS (Item 17-14)

These records are submitted to the State Office of Education (USOE) in accordance with UCA 53A-3-403(4) (1997). Individual school principals submit information to the District which is then compiled and submitted to the USOE on school fee waivers. The forms include names of superintendent and school board president, district's fee schedule, fee policy, fee waiver policy, and community service policy.

RETENTION

5 years or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

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COURT ORDERED COMMUNITY SERVICE FILES (Item 17-21)

These files document participation in court ordered community service projects. A district or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by which date, and any expectations; a copy of the court order; and the time sheet showing how many hours are completed. The court having jurisdiction of the case retains the record copy of these records.

RETENTION

1 year after completion of community service and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Exempt: Rule 4-2-2.03 (10) (2008), CJA

(Approved 05/98)

SCHEDULE 17  
STUDENT RECORDS

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EARLY GRADUATION CERTIFICATES (Item 17-15)

These records document the issuance of certificates to students graduating early from high school in accordance with UCA 53A-15-102 (1997). This program allows flexibility in high school graduation to appropriately meet individual student's needs. If a student graduates any time following the eleventh grade year and enters a Utah post-secondary institution, the district shall receive a reimbursement designated for the public high school from which the student graduated early. The post-secondary institution receives an Early Graduation Centennial Scholarship Certificate signed by the high school principal entitling the early graduate to a partial tuition scholarship following the date of graduation according to the schedule established by, Utah Administrative Code, Rule 277-703-2 (1997). These records include school district; high school name; telephone number; student's name, social security number, address, and telephone number.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)



SCHEDULE 17  
STUDENT RECORDS

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HOMELESS STUDENT REPORT (Item 17-19)

This report documents homeless students attending schools within the district. UCA 53A-11-101 (1997) requires minors between the ages of six and eighteen to attend school during the school year while UCA 53A-2-201(3) (1997) makes each school district responsible for providing education services for all school age children within the district. The State Office of Education distributes monies from the federal Homeless Children and Youth program (34 CFR 74) to ensure that a child's education is not needlessly disrupted because of homelessness. The report includes Student's name, reasons for homelessness, date, month, and student's address.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

HOMESCHOOL APPLICATIONS (Item 17-8)

These are applications from parents requesting to teach their children at home. These applications include student's name, grade, certificate of compulsory attendance, and date approved.

RETENTION

Retain until application superseded or family moves from district and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

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INDIAN STUDENT LIST (Item 17-22)

This is a list of Native Americans enrolled in school district. It is required by Title 9. It includes student name, guardian address, grade, section, township, range, and parent's/guardians/ names.

RETENTION

Retain until application superseded or family moves from district and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/97)

MONTHLY HOMELESS CHILDREN AND YOUTH STATISTICAL REPORT (Item 17-20)

This monthly report is submitted to the State Office of Education (USOE) on homeless children and youth served by the district. It is used to document the utilization of federal Education for Homeless Children and Youth Grants distributed by USOE. The report includes number of homeless children and youth served and how homeless funds were being used.

RETENTION

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

---

NON-RESIDENT STUDENT REPORT (Item 17-18)

This report documents non-resident students attending schools within the district and is submitted to the State Office of Education. "Resident districts pay nonresident district one-half the amount by which the resident district's per student expenditure exceeds the value of the state's contribution" to district in accordance with UCA 53A-2-210(2) (1997). The report is separated by school and includes district, number of days nonresident students enrolled, and grade level of nonresident students.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/98)

NON-TRANSFERRED STUDENT FILES (Item 17-23)

These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

RETENTION

3 years after graduation and then destroy, provided transcript has been pulled and retained permanently. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 10/99)

SCHEDULE 17  
STUDENT RECORDS

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NON-UTAH RESIDENT STUDENT FILES (Item 17-7)

These applications document requests for out-of-state and out-of-country students to attend schools within the district in accordance with UCA 53A-2-205 (1997). These records include the application forms, resident alien card, copies of social security cards, and a police background check. They may also include consent guardianship forms filed by the court, guardianship papers, and court appointed guardianship records.

RETENTION

Retain until graduation or 1 year after student leaves district and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

OFFICIAL TRANSCRIPTS (Item 17-3)

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.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

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**PRESCRIBED MEDICATION RECORD** (Item 17-5)

This log documents the dispensing of approved medication to students during school hours in accordance with UCA 53A-11-601(1)(a)(iv) (1991). It includes child's name, date, and initials of school personnel administering medication.

**RETENTION**

7 years after student leaves elementary school and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Private.

(Approved 10/98)

**SCHOOL CHOICE APPLICATIONS** (Item 17-11)

These are applications from parents requesting school choice to attend schools other than their existing boundary school. They include parent(s) name(s), name of boundary school, name of requested school, indication whether student is requesting provisional enrollment, indication whether student has severe disciplinary infractions, and the decision.

**RETENTION**

Retain until student graduates, or moves from district and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Private.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

---

STUDENT ATTENDANCE CLASS ROLLS (Item 17-1)

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION

3 years and destroy, provided official transcript exists;  
permanent if no official transcript exists.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99.

(Approved 10/98)

STUDENT CUMULATIVE FILES (Item 17-2)

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

3 years after graduation and then destroy, provided official transcript has been pulled and retained. For elementary/junior high schools: retain until student leaves and then send to transferring school.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99.

(Approved 10/98)

SCHEDULE 17  
STUDENT RECORDS

---

STUDENT EXCHANGE RECORDS (Item 17-13)

This State Office of Education form is used to document students within the district participating in student exchange programs in accordance with UCA 53A-2-206 (1997) and the Utah Administrative Code, R277-615-4 (1997). Each state has an authorized exchange student quota and each student is authorized by the State to participate in the program. The application includes exchange student's name, local address, host family information, high school, school year, and entry and exit dates.

RETENTION

4 years after student leaves and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

STUDENT EXECUTIVE BOARD MINUTES (Item 17-24)

These minutes are of regular and special meetings of the Student Executive Board or Student Council. The minutes concern school activities and other school events. They include dates, times, meeting location, members in attendance and absent, summary of proceedings including votes taken, and time adjourned.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

SCHEDULE 17  
STUDENT RECORDS

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STUDENT VISA CASE FILES (Item 17-12)

These files document foreign students attending district schools. Students must be certified eligible to attend an authorized school in the United States and have a valid student visa. All fees must be paid before admission. These files include student's name, local address, Form I-20 (school copy), home country, admission number, Immigration and Naturalization (INS) number, district information, school attendance, type of study, cost to the United States, payment schedule, visa information, immunization information, payment agreement, student form, school transcripts, affidavit of financial support from family, application for admission, and host family agreement.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

TITLE I RECORDS (Item 17-4)

These files document participation in the federally funded Title I program in accordance with 34 CFR 200 (1997). Title I is designed to be a supplemental funding source which provides additional, or supplemental educational opportunities to students from "low-income or economically disadvantaged families." These funds cannot be substituted for, or used in place of, other monies such as state and local funds to pay for student's basic education. Title I funds go to a district's poorest schools but excess funds may be used to help any low-achieving student, not just those from economically disadvantaged families. Title I funds are designed to assist with school reform and to improve the quality of student educational opportunities.

RETENTION

5 years after final expenditure filed (34 CFR 80.42(c)(1) (1997) and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)



SCHEDULE 17  
STUDENT RECORDS

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YOUNG MOTHERS APPLICATIONS (Item 17-10)

These applications document young mothers requesting to attend alternative programs rather than regular classes. They include student's name, address, telephone number, age, grade, and reasons for wanting to attend alternative program, and approval information.

RETENTION

Retain until graduation from high school or until superseded and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/98)

SCHEDULE 18  
SUPERINTENDENT'S RECORDS

SCHEDULE 18  
SUPERINTENDENT'S RECORDS

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ADMINISTRATIVE CORRESPONDENCE (Item 18-1)

This is the official superintendent's correspondence. It documents decision-making and how the office is organized and functions. It includes incoming and outgoing correspondence.

RETENTION

Permanent. May be transferred to the State Archives and then destroy. May be transferred to the State Archives and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

LEGAL FILES (Item 18-2)

These files document official legal opinions given to the district. They are used to create policies and to make decisions. They include research performed by legal counsel on specific issues requested by the school board and/or superintendent; policy statements; and legal opinions.

RETENTION

Permanent. May be transferred to the State Archives. and then destroy. May be transferred to the State Archives. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Protected.

NEWSPAPER CLIPPING FILES (Item 18-3)

These newspaper clippings document coverage of district activities and general educational issues. They are distributed to school and district administrators to notify them of current events and developments. They include newspaper articles.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SCHEDULE 18  
SUPERINTENDENT'S RECORDS

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PETITION FILES

(Item 18-4)

These files document petitions submitted by parents, teachers, students, or other residents to the School Board and/or superintendent requesting a specific action be taken. Each petition contains a statement of purpose on proposed action and signatures and address (or school) of petitioners. The files may also include related correspondence and/ or a summary of actions taken.

RETENTION

5 years after issue resolved or final decision made and then transfer to the State Archives with authority to weed and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SPECIAL REPORTS

(Item 18-5)

These are special reports requested by the school board to be undertaken in response to specific issues of concern. They include a statement explaining purpose of report, report findings, and conclusions.

RETENTION

Permanent. May be transferred to the State Archives. and then destroy. May be transferred to the State Archives. and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SCHEDULE 19  
ALL SCHOOLS

SCHEDULE 19  
ALL SCHOOLS

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ACTIVITIES REPORT FILES (Item 19-1)

These reference files describe the school's special activities such as dances, tournaments, awards banquets, homecoming activities, school plays, workshops, and the annual prom. They are used by teachers and student committees as a planning tool. The files include receipts, programs, flyers, and an activity report which has a description of the activity, items purchased for the activity, amount of money spent, date and name of the event.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

ADMINISTRATIVE SUBJECT FILES (Item 19-2)

These are subject files maintained solely 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, district memoranda, and instructions.

RETENTION

1 year or until administrative need ends whichever is longer and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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ANNUAL FINANCIAL SUMMARY REPORT (Item 19-3)

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 accounts as well as total annual revenues, expenditures, changes in investments, and the cash balance at the end of the fiscal year.

RETENTION

Record copy: Retain for 4 years.  
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

ATTENDANCE RECORDS (Item 19-4)

These records document student attendance. They are used to create reports. They include biweekly bubble sheets, 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 district's attendance system. The daily computer report is a compilation of all student absences and is 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 weekly 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

1 year or until audited and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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ATTENDANCE SUMMARY REPORT (Item 19-5)

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

RETENTION

5 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

BANK STATEMENTS (Item 19-6)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)



SCHEDULE 19  
ALL SCHOOLS

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**BUDGET EXPENDITURE REPORT** (Item 19-7)

This report form is used by the schools to track expenditures 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**

1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 10/99)

**BUS TRANSPORTATION REQUEST** (Item 19-8)

This form is used to request buses for special activities and school trips. The school retains a copy of the form and submits a copy to the district's Transportation Department. These requests are submitted prior to the activity (per district policy) for bus scheduling and driver's assignment. The form includes date, requesting school, destination, date needed, projected departure and return times, nature of trip, and approval signatures.

**RETENTION**

Record copy: Retain for 2 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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**BUS TRANSPORTATION RULES AND REGULATIONS** (Item 19-9)

These rules and regulations document parents'/guardian's 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 is retained on file. They include the rules and regulations, parents' and students' signatures, and date.

**RETENTION**

1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 10/99)

**CANCELLED CHECKS** (Item 19-10)

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

**RETENTION**

4 years and then destroy, for schools with total expenditures of less than \$20,000; 7 years and destroy, for schools with expenditures of more than \$20,000.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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CAREER LADDER FILES

(Item 19-11)

These files document the career ladder process at the elementary school. They are used by the school principal to review the teachers' goals and accomplishments and to evaluate their teaching abilities. The school principal meets with each teacher on a regular basis to discuss their career ladder and teaching goals. These files include: the results of inventories taken on prerequisite skills, goals for the teachers and the school, various test results (including the California Achievement Test), teaching and observation results. The district normally maintains the official copies of all career ladder records.

RETENTION

3 years or until updated and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

COUNSELOR'S STUDENT FILES

(Item 19-61)

These are student files maintained by the school's counselors. They are used to become better acquainted with students and to better track their progress during the course of the school year. Although the files may vary somewhat between students, the files usually contain a student course credit summary, Academic Achievement Record, correspondence, test results, academic reports, notes from discussions with students, a locator card, class changes, and notes on disciplinary actions taken on students.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/99)

SCHEDULE 19  
ALL SCHOOLS

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DAILY MEAL PAYMENT REPORT (Item 19-12)

This computer report documents the daily collection of payments for 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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

DAILY SCHOOL FOOD SERVICE REPORT (Item 19-13)

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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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FEE WAIVER RECORDS

(Item 19-14)

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. They are completed annually. 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

4 years and destroy; provided student has left junior high.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

FIXED ASSET REPORTS

(Item 19-15)

This computer report is sent by the district's business administrator to all schools annually. It is used to determine the status of all fixed assets in the school. 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. 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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FOOD PAYABLE VOUCHER (Item 19-16)

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 for 3 years and then destroy.  
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

FOOD PRODUCTION RECORD SHEET (Item 19-17)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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FREE AND REDUCED MEALS APPLICATIONS (Item 19-18)

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

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

GENERAL LEDGERS (Item 19-19)

These books (or computer reports) are a summary of receipts and disbursements by account funds. They are maintained by the school treasurer. They include the source of income, amounts of credit and disbursements, totals, and remaining balances.

RETENTION

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

SCHEDULE 19  
ALL SCHOOLS

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GIFTED AND TALENTED STUDENT TESTS (Item 19-60)

These tests are given to elementary students. They are used to determine student eligibility and placement into elementary school gifted and talented programs. They include test score summary sheet, answer sheet (matrix analogy), parent survey, teacher survey, and school ranking of students tested.

RETENTION

Retain until student moves to junior/middle school;  
provided summary sheet is placed in student cumulative file  
and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

GRADE SHEETS (Item 19-20)

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 12/99)



SCHEDULE 19  
ALL SCHOOLS

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GRADUATION PROGRAMS (Item 19-21)

These are programs for high school graduations. The programs include high school, date, time and location of the commencement ceremonies, scheduled program, lists of honor graduates, and listing of all graduates.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 02/00)

HISTORIAN'S BOOKS (Item 19-22)

These books document the events of the year. They are compiled by the school's historian. There is a separate book for each school year. The books contain photographs; newspaper articles; programs for special programs and events; the school newspaper; and short written descriptions of special school activities.

RETENTION

Permanent. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

SCHEDULE 19  
ALL SCHOOLS

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HOME EXCUSE FILE (Item 19-23)

This is a file of permission slips or "passes" that allow the student to leave school during school hours. This pass is usually given if the student is ill or has a doctor's appointment. The slip contains the student's name, date, time to be excused, course or courses to be excused, name of school personnel issuing, parents'/guardian's remarks and their signature.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 12/99)

LITERARY PUBLICATIONS (Item 19-24)

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. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

SCHEDULE 19  
ALL SCHOOLS

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LOCATOR CARDS (Item 19-25)

This is a card file or automated system used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers, and teacher's name.

RETENTION

1 year or until end of school year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99 (2008).

(Approved 12/99)

LUNCH ROOM SUMMARY OF MEALS SERVED REPORT (Item 19-26)

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 for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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LUNCH TALLY (Item 19-27)

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 compiled and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

MAINTENANCE WORK ORDER (Item 19-28)

This form is used to request maintenance and repair of school equipment or buildings. It is submitted to the Maintenance Department. A copy may be retained by the school. 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 for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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MEDICATION ADMINISTRATION AND DISPENSING RECORDS

(Item 19-29)

These records document the authorization of school personnel to dispense and administer prescribed medication during the school day. "A public or private school . . . may provide for the administration of medication to any student of the school" subject to conditions specified in UCA 53A-11-601(1) (1998). "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 for the administration and a statement" why it was necessary to administer when "student is under control of school" (UCA 53A-11-601(b) (1998)). 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), and a daily record of dispensing of the medication during the school year indicating the initials of individual giving medication.

RETENTION

1 year after student leaves school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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MONTHLY DEPARTMENT OF AGRICULTURE FOOD USAGE SHEET

(Item 19-30)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

MONTHLY FINANCIAL REPORT

(Item 19-31)

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

RETENTION

Record copy: Retain for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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MONTHLY MEALS PAYMENT REPORT (Item 19-33)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

MONTHLY MEALS SERVED REPORT (Item 19-32)

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

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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PRINCIPAL'S PERSONNEL FILES (Item 19-34)

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 file on all district employees. These files include copies of the application form, performance evaluations, career ladder information, and teaching observation forms. The official copies of all personnel files are usually maintained by the district's personnel office.

RETENTION

65 years or for three years after retirement or death of employee and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 06/99)

PUPIL TRANSPORTATION PERMISSION SLIP (Item 19-35)

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

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

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)



SCHEDULE 19  
ALL SCHOOLS

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**PURCHASE ORDERS AND REQUISITION RECORDS** (Item 19-36)

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 for 4 years and then destroy.  
Duplicate copies: Retain for 1 year and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 06/99)

**RECEIPT BOOKS** (Item 19-37)

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**

4 years and then destroy.

**SUGGESTED PRIMARY DESIGNATION**

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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REGISTRATION FEE REPORT (Item 19-38)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

RENTAL AND FACILITY SUPERVISION REPORT (Item 19-39)

This monthly report is submitted to the district's business administrator on all school building rentals. It is used for accounting purposes. It 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. A school property form completed by persons/organizations requesting use of school buildings may be attached to the report. The form is used to obtain approval for school rentals. If approval is granted the contract is signed between the parties.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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SCHOOL BULLETINS (Item 19-41)

These are daily bulletins printed or e-mailed by the principal's office for the faculty and staff. They include announcements and other items of interest to the school's employees.

RETENTION

Record copy: Retain for 1 year and then destroy.

Duplicate copies: Retain for 1 day or until read and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHOOL HANDBOOK (Item 19-42)

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. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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SCHOOL HISTORIES (Item 19-43)

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. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHOOL NEWSPAPERS (Item 19-44)

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 concerning 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. May be transferred to the State Archives. May be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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SCHOOL'S ACCOUNTS PAYABLE (Item 19-45)

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

4 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

SUGGESTED SECONDARY DESIGNATION

Private: social security numbers

(Approved 06/99)

SCRAPBOOKS/PHOTO ALBUMS (Item 19-46)

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

RETENTION

Retain until school's closure and then transfer to District Office and may be transferred to the State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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STUDENT CLASS SCHEDULES (Item 19-47)

These are copies of individual student class schedules. They are used to direct the student to the assigned classes. The class schedule includes the student's name, student number, sex, age, grade, birth date, address, home phone, parent or guardian, locker number, description of the various courses, class times, and teachers' names.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 12/99)

STUDENT DISCIPLINE FILES (Item 19-48)

These are files maintained by the vice-principal or counselors 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

1 year after student leaves school and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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STUDENT ENROLLMENT REGISTRATION RECORDS

(Item 19-49)

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/legal guardian'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 signature.

RETENTION

Retain until superseded or resolution of all litigation.  
and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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STUDENT INFORMATION CARD (Item 19-50)

These cards are completed by the parents or guardians of each 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/guardian that the school has a closed campus and student cannot be released without custodial parent's/guardian written consent.

RETENTION

Retain until superseded or resolution of all litigation and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

STUDENT MEMBERSHIP SUMMARY RECORDS (Item 19-51)

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION

3 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)



SCHEDULE 19  
ALL SCHOOLS

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STUDENT REGISTRATION RECORDS (Item 19-52)

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/guardian'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

1 year or until resolution of all litigation or conflicts, if not part of the cumulative folder, and then destroy.

SUGGESTED PRIMARY DESIGNATION

Exempt: 34 CFR 99.

(Approved 10/99)

STUDENT REPORT CARDS (Item 19-53)

These cards document official term grades. They are sent at the end of each trimester/quarter. 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 terms; current term's citizenship grade, days absent and tardy per period; term grade point average; parent's or guardian's name and address; and telephone numbers for parents/guardians to call for questions. The grades are recorded in the cumulative file.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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STUDENT WITHDRAWAL RECORDS (Item 19-54)

This form documents student school transfer requests. The official copy is retained by the school, while a copy is submitted to the school district office with the student's cumulative record and another is given to the student's parent/guardian. 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 is 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

2 years and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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TIME AND ATTENDANCE REPORTS (Item 19-55)

These report forms are completed and submitted to the district payroll office each pay period authorizing payments for services rendered. These records include a variety of report forms. 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 for 3 years and then destroy.

Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

SUGGESTED SECONDARY DESIGNATION

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

(Approved 10/99)

SCHEDULE 19  
ALL SCHOOLS

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TRANSPORTATION ALLOWANCE APPLICATIONS

(Item 19-56)

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 for 3 years and then destroy.  
Duplicate copies: Retain for 1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

WEEKLY ATTENDANCE AND MEALS SERVED SHEET

(Item 19-57)

These weekly sheets report on daily student absences and meals served. Each morning the sheets are placed in teacher's 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.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 06/99)

SCHEDULE 19  
ALL SCHOOLS

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WORKER'S COMPENSATION EMPLOYEE'S FIRST REPORT OF INJURY (Item 19-58)

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 school completes and sends to the district office 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. The district office usually maintains the official copy of this report.

RETENTION

1 year and then destroy.

SUGGESTED PRIMARY DESIGNATION

Private.

YEARBOOKS (Item 19-59)

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. May be transferred to State Archives. May be transferred to State Archives.

SUGGESTED PRIMARY DESIGNATION

Public.

(Approved 10/99)