

SCHOOL DISTRICT

GENERAL RECORDS RETENTION SCHEDULE

UPDATED 08/2016



SCHEDULE 1
ADMINISTRATIVE RECORDS

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ADMINISTRATIVE RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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 final action

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 1
ADMINISTRATIVE RECORDS

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2 years after being superseded

DISPOSITION

Destroy

(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 resolution of issue

DISPOSITION

Destroy

(Approved 12/96)

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 final action

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

SCHEDULE 2
BONDS AND BONDING RECORDS

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 final action

DISPOSITION

Destroy

(Approved 12/96)

BOND REGISTRATION FILES (Item 2-4)

These are the issuing agent's copies of bond registration stubs.

RETENTION

3 years after final action

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 2
BONDS AND BONDING RECORDS

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 final action

DISPOSITION

Destroy

(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 (2010)).

RETENTION

3 years after final action

DISPOSITION

Destroy

(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 Title 11, Chapter 14, Local Government Bonding Act" (UCA 53A-18-101 (2005)).

RETENTION

1 year

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

SCHEDULE 3
BUDGET RECORDS

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
DISPOSITION
Destroy

(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
DISPOSITION
Destroy

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

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

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 3
BUDGET RECORDS

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

1 year after completion of report

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 4
FIXED ASSET RECORDS

SCHEDULE 4
FIXED ASSET RECORDS

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 superseded

DISPOSITION

Destroy

(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 asset

DISPOSITION

Destroy

(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 superseded

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 4
FIXED ASSET RECORDS

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 superseded

DISPOSITION

Destroy

(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 disposition of asset

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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 (1998))

DISPOSITION

Destroy

(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 (1998))

DISPOSITION

Destroy

(Approved 12/96)

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 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

RETENTION

5 years

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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.

DISPOSITION

May Transfer Archives

(Approved 12/96)

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

DISPOSITION

Destroy

(Approved 12/96)

BANK STATEMENTS (Item 5-6)

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION

4 years

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

CANCELED 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

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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

DISPOSITION

Destroy

(Approved 12/96)

DAILY CASH REPORTS (Item 5-10)

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

RETENTION

3 years

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 09/92)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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

DISPOSITION

Destroy

(Approved 12/96)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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
DISPOSITION
Destroy

(Approved 12/96)

PAY VOUCHER (Item 5-32)

These are requests from district offices and schools to pay vendors.

RETENTION
7 years
DISPOSITION
Destroy

(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
DISPOSITION
Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

RECEIPTS

(Item 5-19)

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

RETENTION

3 years

DISPOSITION

Destroy

(Approved 12/96)

REFUND REQUEST

(Item 5-21)

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION

3 years

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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
DISPOSITION
Destroy

(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
DISPOSITION
Destroy

(Approved 12/96)

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
DISPOSITION
Destroy

(Approved 12/96)

SCHEDULE 5
GENERAL ACCOUNTING RECORDS

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

DISPOSITION

(Approved 12/96)

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

DISPOSITION

Destroy

(Approved 12/96)

WARRANT/CHECKS - LOST

(Item 5-29)

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION

4 years

DISPOSITION

Destroy

(Approved 12/96)

SCHEDULE 6
PAYROLL RECORDS

SCHEDULE 6
PAYROLL RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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 superseded

DISPOSITION

Destroy

(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 78B-2-309 (2008))

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 08/96)

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

DISPOSITION

Destroy

(Approved 08/96)

SCHEDULE 7
PURCHASING RECORDS

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 (1998))

DISPOSITION

Destroy

(Approved 08/96)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 08/96)

PURCHASE REQUISITION FILES (Item 7-8)

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

RETENTION

4 years

DISPOSITION

Destroy

(Approved 08/96)

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 disposition of asset

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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 expiration of contractual agreement (UCA
78B-2-307 (1)(2008))

DISPOSITION

Destroy

(Approved 08/96)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 08/96)

SCHEDULE 8
RISK MANAGEMENT

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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

DISPOSITION

Destroy

(Approved 06/97)

INSURANCE POLICY FILES (Item 8-4)

These are insurance policy contracts between the district and private insurers.

RETENTION

18 years after expiration of contractual agreement

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 8
RISK MANAGEMENT

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

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CHILD ACCOUNTING/ATTENDANCE RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

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

DISPOSITION

Destroy

(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.

DISPOSITION

May Transfer Archives

(Approved 06/97)

SCHEDULE 9
CHILD ACCOUNTING/ATTENDANCE RECORDS

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 final action (34 CFR 222.10 (1996))

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

SCHEDULE 11
FACILITIES RECORDS

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

DISPOSITION

Destroy

(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.

DISPOSITION

May Transfer Archives

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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 superseded

DISPOSITION

Destroy

(Approved 06/97)

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 end of project (UCA 78B-2-309 (2008))

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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 project (UCA 78B-2-309) (2004)

DISPOSITION

Destroy

(Approved 06/97)

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 contractual agreement (UCA 78B-2-309 (2008))

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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

DISPOSITION

Destroy

(Approved 06/97)

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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 project or program

DISPOSITION

Destroy

(Approved 06/97)

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.

DISPOSITION

May Transfer Archives

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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

DISPOSITION

Destroy

(Approved 06/97)

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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 project
DISPOSITION
Destroy

(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
DISPOSITION
Destroy

(Approved 06/97)

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 end of project
DISPOSITION
Destroy

(Approved 06/97)

SCHEDULE 11
FACILITIES RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

SCHEDULE 12
FOOD SERVICE RECORDS

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 12
FOOD SERVICE RECORDS

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

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

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.

DISPOSITION

(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 final action

DISPOSITION

Destroy

(Approved 06/97)

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 final action

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

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 of issue

DISPOSITION

Destroy

(Approved 06/97)

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

DISPOSITION

Destroy

(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

1 year

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 13
LIBRARY/MEDIA CENTER RECORDS

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 final action

DISPOSITION

Destroy

(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 resolution of issue

DISPOSITION

Destroy

(Approved 06/97)

SCHEDULE 14
PERSONNEL RECORDS

SCHEDULE 14
PERSONNEL RECORDS

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 separation

DISPOSITION

Destroy

(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.

DISPOSITION

May Transfer Archives

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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

Permanent.

DISPOSITION

Transfer to Archives

(Approved 06/11)

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

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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

1 year

DISPOSITION

Destroy

(Approved 05/98)

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 case is closed

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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. 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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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

DISPOSITION

Destroy

(Approved 05/98)

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 separation

DISPOSITION

Destroy

(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 separation

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 14
PERSONNEL RECORDS

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 separation

DISPOSITION

Destroy

(Approved 05/98)

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 superseded or after separation

DISPOSITION

Destroy

(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

Permanent.

DISPOSITION

May Transfer Archives

(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

DISPOSITION

Destroy

(Approved 05/98)

SCHEDULE 15
SCHOOL BOARD RECORDS

SCHEDULE 15
SCHOOL BOARD RECORDS

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) (2007).

RETENTION

22 months (UCA 20A-4-202(2) (2007)

DISPOSITION

Destroy

(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.

DISPOSITION

May Transfer Archives

(Approved 12/97)

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 resolution of issue

DISPOSITION

Transfer to Archives

(Approved 12/97)

SCHEDULE 16
SPECIAL EDUCATION RECORDS

SCHEDULE 16
SPECIAL EDUCATION RECORDS

SPECIAL EDUCATION RECORDS (Item 16-5)

"All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma, are entitled to a free, appropriate public education." (Utah Code 53A-15-301(1)(a)(2015)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

RETENTION

3 years to 5 years after separation

DISPOSITION

Destroy

(Approved 08/15)

SCHEDULE 17
STUDENT RECORDS

SCHEDULE 17
STUDENT RECORDS

ATTENDANCE (Item 17-26)
Minors between age 6 and 18 are legally required to attend school. These are records of student attendance, absence and tardiness.

RETENTION
4 years UCA 53a-11-101 to 105 (2012)
DISPOSITION
Destroy

(Approved 08/13)

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) (2004). 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
DISPOSITION
Destroy

(Approved 10/98)

DISCIPLINE (Item 17-30)
Student misconduct may be the subject of disciplinary action if the conduct disrupts the educational environment, threatens or harms persons or property, or disrupt school activities. Any record or information that is created or used to address student misconduct is included.

RETENTION
Retain until resolution of issue
DISPOSITION
Destroy

(Approved 08/13)

SCHEDULE 17
STUDENT RECORDS

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 (2013). These records include school district; high school name; telephone number; student's name, social security number, address, and telephone number.

RETENTION

1 year

DISPOSITION

Destroy

(Approved 10/98)

ENROLLMENT AND REGISTRATION (Item 17-27)

These records capture the necessary information to enroll a student in a particular school and document their course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

RETENTION

Retain until superseded

DISPOSITION

Destroy

(Approved 08/13)

SCHEDULE 17
STUDENT RECORDS

GRADUATION AND TRANSCRIPTS (Item 17-32)

Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION

20 years Utah Code 53A-11-907 (2013)

DISPOSITION

Transfer to Archives

(Approved 08/13)

HOMELESS STUDENT REPORT (Item 17-19)

This report documents homeless students attending schools within the district. UCA 53A-11-101 (2007) 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

DISPOSITION

Destroy

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

MEDICAL LOG RECORDS (Item 17-28)

These records are maintained to ensure that students meet mandated health requirements to attend school and to ensure that, as appropriate, medical needs are met during school hours.

RETENTION

3 years after separation. UCA 53A-11-601(1)(2008)

DISPOSITION

Destroy

(Approved 08/13)

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

DISPOSITION

Destroy

(Approved 10/98)

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) (2008). The report is separated by school and includes district, number of days nonresident students enrolled, and grade level of nonresident students.

RETENTION

3 years

DISPOSITION

Destroy

(Approved 10/98)

SCHEDULE 17
STUDENT RECORDS

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.

DISPOSITION

Destroy

(Approved 10/99)

PERFORMANCE AND TESTING (Item 17-29)

These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

RETENTION

3 years after separation

DISPOSITION

Destroy

(Approved 08/13)

PERMISSION AND PASSES (Item 17-31)

These records document parent or guardian consent for their student to participate in an activity or leave school during school hours.

RETENTION

1 year

DISPOSITION

Destroy

(Approved 08/13)

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 (2012) and the Utah Administrative Code, R277-612-3 (2013). 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 separation

DISPOSITION

Destroy

(Approved 10/98)

STUDENT HISTORY (Item 17-25)

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

RETENTION

Permanent. DREAM ACT, S. 952, H.R. 1842, S. 1258.

DISPOSITION

May Transfer Archives

(Approved 08/13)

SCHEDULE 17
STUDENT RECORDS

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

DISPOSITION

Destroy

(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 action (34 CFR 80.42(c)(1) (1997)

DISPOSITION

Destroy

(Approved 10/98)

SCHEDULE 19
ALL SCHOOLS

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.

DISPOSITION

May Transfer Archives

(Approved 12/99)

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

4 years

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 10/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(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

2 years

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(Approved 10/99)

CANCELED CHECKS (Item 19-10)

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

RETENTION

4 years -7 years

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(Approved 06/99)

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

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

1 year

DISPOSITION

Destroy

(Approved 06/99)

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 (2008). 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 after separation

DISPOSITION

Destroy

(Approved 10/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(Approved 06/99)

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

3 years

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(Approved 06/99)

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 12/99)

SCHEDULE 19
ALL SCHOOLS

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.

DISPOSITION

May Transfer Archives

(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.

DISPOSITION

May Transfer Archives

(Approved 12/99)

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

DISPOSITION

Destroy

(Approved 12/99)

SCHEDULE 19
ALL SCHOOLS

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

3 years

DISPOSITION

Destroy

(Approved 06/99)

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 superseded

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

3 years

DISPOSITION

Destroy

(Approved 06/99)

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

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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
3 years
DISPOSITION
Destroy

(Approved 06/99)

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
DISPOSITION
Destroy

(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
DISPOSITION
Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

4 years

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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.

DISPOSITION

May Transfer Archives

(Approved 10/99)

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

DISPOSITION

Destroy

(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 final action and then transfer to District Office

DISPOSITION

May Transfer Archives

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

DISPOSITION

Destroy

(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

DISPOSITION

Destroy

(Approved 06/99)

SCHEDULE 19
ALL SCHOOLS

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

3 years

DISPOSITION

Destroy

(Approved 10/99)

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

1 year

DISPOSITION

Destroy

(Approved 06/99)