

Retention and Classification Report

Agency: Jordan School District (Utah) (550)

7387 South Campus View Drive
West Jordan, UT 84088
801-567-8100

Records Officer: _____

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AGENCY: Jordan School District (Utah)

SERIES: 27957

3

TITLE: Annual Enumeration of School Population

DATES: 1905-1979.

ARRANGEMENT: By gender, thereunder alphabetical by surname.

DESCRIPTION:

This series contains an enumeration of the students in the Lark precinct or ward of the Jordan School District in 1918. The records were created in order to collect data on the school population in the district. The enumerator recorded information on pre-printed forms in accordance with the mandate pasted in the front of the record. "The Board of Education shall appoint suitable persons for each school representative precinct who shall act as enumerators for school population for said precinct, and visit every house therein between the 15th and 31st of July of each year, and ascertain and enter upon the lists the name of every person between the ages of six and eighteen years residing in such precinct, and also the name, age, post office address, and name of the parent or guardian of every deaf or dumb person over the age of five and under the age of thirty years, too deaf or dumb to receive an education in the public schools. Such enumeration lists shall contain all the information required by law and such other information as the State Superintendent and the Board of Education may require."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the implementation of the school census law of 1905 and of the information compiled by school districts under that law.

AGENCY: Jordan School District (Utah)

SERIES: 27957

TITLE: Annual Enumeration of School Population

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan School District (Utah)

SERIES: 28603

3

TITLE: Bingham Central School Registers of Attendance

DATES: 1930-1955.

ARRANGEMENT: Chronological by school year, thereunder numerical by grade.

DESCRIPTION:

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. 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the community of Bingham and of the operation of public schools in the state.

AGENCY: Jordan School District (Utah)

SERIES: 28603

TITLE: Bingham Central School Registers of Attendance

(continued)

PRIMARY DESIGNATION:

Private

This series contains private informaton about minors that is considered private for 100 years after creation of the records. (Utah Code 63G-2-310)

AGENCY: Jordan School District (Utah)

SERIES: 10195

3

TITLE: Bingham High School official transcripts

DATES: ca. 1913-

ARRANGEMENT: Generally chronological by graduating class year or birth year grouping, thereunder alphabetical by student name.

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at Bingham High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 2016. Retain in Office permanently.

Computer data files: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: Jordan School District (Utah)
SERIES: 10195
TITLE: Bingham High School official transcripts

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

PRIMARY DESIGNATION:

Exempt	Most of the information in this series is restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA). (20 U.S.C;34 CFR Part 99.30,31 (2015);
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REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Jordan School District (Utah)

SERIES: 29508

1

TITLE: Budget and finance

DATES: 2015-

ARRANGEMENT: chronological

DESCRIPTION:

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

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Jordan School District (Utah)

SERIES: 27206

3

TITLE: Copper Hills High School official transcripts

DATES: 1996-

ARRANGEMENT: Chronological by year thereunder alphabetical by student's name

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at Copper Hills High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

Microfilm duplicate: For records prior to and including 2016. Retain in Office permanently.

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

Computer data files: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: Jordan School District (Utah)

SERIES: 27206

TITLE: Copper Hills High School official transcripts

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

AGENCY: Jordan School District (Utah)

SERIES: 27952

3

TITLE: Copperton School attendance registers

DATES: 1934-1972.

ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher name.

DESCRIPTION:

This series contains teachers' registers used to record student attendance at Copperton Elementary School; some registers were also used to record students' grades. Registers were unique to each teacher each year. Each register includes some or all of the following information: teacher's name, grade taught, school year, student's name, date of birth, age, name of parent or legal guardian, address, phone number, parent's occupation, former school, whether the student was advanced or not, entry and exit dates, absences, and a description of the student's progress throughout the year. Student absences include morning and afternoon tardies, all-day absences, and excused absences. Students are listed alphabetically by surname; in some registers, male students are listed first.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the operation of the Copperton School and the students who attended the school.

AGENCY: Jordan School District (Utah)
SERIES: 27952
TITLE: Copperton School attendance registers

(continued)

PRIMARY DESIGNATION:

Private	This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)
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SECONDARY DESIGNATION(S):

Public.	Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)
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AGENCY: Jordan School District (Utah)

SERIES: 27953

3

TITLE: Cottonwood Heights School roll books

DATES: 1960-1990.

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the function and operation of public schools in the state.

PRIMARY DESIGNATION:

Private

This series contains private information about minors that is restricted for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

AGENCY: Jordan School District (Utah)

SERIES: 27953

TITLE: Cottonwood Heights School roll books

(continued)

Exempt. Records created after 1969 are restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA).

AGENCY: Jordan School District (Utah)

SERIES: 27228

3

TITLE: Executive cabinet minutes

DATES: 1982-2017.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 65 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 65 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Minutes provide a historical record of the decisions and actions of the board.

AGENCY: Jordan School District (Utah)

SERIES: 27228

TITLE: Executive cabinet minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan School District (Utah)

SERIES: 27236

3

TITLE: Guidance, intake, and counseling records

DATES: 1988-1999.

ARRANGEMENT: Chronological and thereunder alphabetical by surname.

TOTAL VOLUME: 5.00 cubic feet.

DESCRIPTION:

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. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION:

Retain for 22 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then destroy.

AGENCY: Jordan School District (Utah)
SERIES: 27236
TITLE: Guidance, intake, and counseling records

(continued)

APPRAISAL:

These records have administrative value(s).
The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule and by federal and state guidelines.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Jordan School District (Utah)

SERIES: 29082

3

TITLE: Herriman High School official transcripts

DATES: 2010-

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at West Jordan High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

RETENTION:

Permanent. Retain for 20 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

AGENCY: Jordan School District (Utah)

SERIES: 29082

TITLE: Herriman High School official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

AGENCY: Jordan School District (Utah)

SERIES: 27951

3

TITLE: Herriman School attendance registers

DATES: 1893-1972.

ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher name.

DESCRIPTION:

This series contains registers or roll books used to record student attendance and evaluation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historical value as representative documentation of the function and procedures of schools in the Jordan School district.

PRIMARY DESIGNATION:

Private This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY DESIGNATION(S):

Public. Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)

AGENCY: Jordan School District (Utah)

SERIES: 28602

3

TITLE: Highland Boy School roll books

DATES: 1916-1957.

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the community of Bingham and of the operation of public schools in the state.

PRIMARY DESIGNATION:

Private

This series contains information about minors that is restricted for 100 years after creation of the records (Utah Code 63G-2-310)

AGENCY: Jordan School District (Utah)

SERIES: 27950

3

TITLE: Mt. Jordan Junior High School attendance registers

DATES: 1954-1963.

ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher name.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the function and operation of public schools in the state.

PRIMARY DESIGNATION:

Exempt

The federal Family Educational Rights and Privacy Act (FERPA) designates that records created after 1970 containing student grades and evaluations are private.

AGENCY: Jordan School District (Utah)

SERIES: 27950

TITLE: Mt. Jordan Junior High School attendance registers

(continued)

SECONDARY DESIGNATION(S):

Private.

Records in this series created prior to 1970 contain information about individuals under the age of 21 years that is considered private for 100 years. (Utah Code 63G-2-305)

AGENCY: Jordan School District (Utah)

SERIES: 21956 3

TITLE: National Junior Honor Society and National Honor Society student rating/evaluation records

DATES: 1998-

ARRANGEMENT: Alphabetical by student's name, thereunder chronological by high school graduation year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These rating/evaluation forms document evaluations completed by school personnel for students applying for membership in the National Honor Society. They are used in conjunction with academic records and extracurricular and service activities to select students for membership. Information includes the student's name and an evaluation of student's character (i.e, honesty, reliability, courtesy, friendliness) and indicate whether the student is outstanding, above average, average or below average).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Jordan School District (Utah)

SERIES: 21956

TITLE: National Junior Honor Society and National Honor Society student rating/evaluation records

(continued)

PRIMARY DESIGNATION:

Protected

UCA 63G-2-305(25)

AGENCY: Jordan School District (Utah)

SERIES: 27227

3

TITLE: Office of Planning and Evaluation administrator evaluations

DATES: 2006-

ARRANGEMENT: Alphabetical

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after separation and then destroy.

Computer data files: Retain in Office for 7 years after separation and then delete.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 27230

1

TITLE: Office of Student Services annual statistical report and fall enrollment

DATES: 1980-

ARRANGEMENT: Chronological and thereunder alphabetical

DESCRIPTION:

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:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 82449

3

TITLE: Office of Student Services elementary and middle school non-transferred student files

DATES: 1975-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document elementary and middle school students (K-8) who attended school in the Jordan School District, but have moved from the district without having their records transferred. Records include schools and years attended, classes attended, copies of report cards, health records, and test scores.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after separation and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the furthest level of student participation in school systems as well as student residency.

AGENCY: Jordan School District (Utah)

SERIES: 82449

TITLE: Office of Student Services elementary and middle school non-transferred student files

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 82448

3

TITLE: Office of Student Services student cumulative records

DATES: 1986-

ARRANGEMENT: Chronological, thereunder alphabetical by student's name

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These records document student attendance and achievement for those attending school in the Jordan School District. Records include achievement test scores, report cards, and health records.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

This retention is based upon the administrative needs expressed by the district and reflect a previously approved policy of the Jordan School Board. The transcript is the permanent part of the student record. Other records in the file are only needed while the student is enrolled in classes. Those items should be destroyed after the student has graduated.

AGENCY: Jordan School District (Utah)

SERIES: 82448

TITLE: Office of Student Services student cumulative records

(continued)

PRIMARY DESIGNATION:

Private

34 CFR Part 99; Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 83855

3

TITLE: official transcripts

DATES: 1905-2016.

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security. It is part of the Student Cumulative File until it is weeded three years after graduation. Since 1984, all official transcript information on graduated seniors is also maintained on-line on the Office of Education Computer System.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm master: Retain in Office permanently.

AGENCY: Jordan School District (Utah)

SERIES: 83855

TITLE: official transcripts

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This transcript is critical for verification purposes not only for admission to college and employment, but for students who have not graduated for readmission to high school. It has potential for being important for educational research.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 29060

3

TITLE: Personnel records

DATES: 2017-

ARRANGEMENT: Alphabetically by surname

DESCRIPTION:

These records document employment for all district employees. Records include the employment applications, authorization forms, contracts, placement records, lane change requests, background information, and related employee history documents.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)(h) and (i)(2016)

AGENCY: Jordan School District (Utah)

SERIES: 29060

TITLE: Personnel records

(continued)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 30855

3

TITLE: Riverton Elementary photo books

DATES: 1950-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains Riverton Elementary photo books. May contain scrapbooks and photo directories of students.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2023)

AGENCY: Jordan School District (Utah)

SERIES: 27198

3

TITLE: Riverton High School official transcripts

DATES: 1999-

ARRANGEMENT: Chronological by year and thereunder alphabetical

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at Riverton High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: For records prior to and including 2016. Retain in Office permanently.

Computer data files: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

AGENCY: Jordan School District (Utah)

SERIES: 27198

TITLE: Riverton High School official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt

34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

AGENCY: Jordan School District (Utah)

SERIES: 29779

3

TITLE: Riverton Junior High attendance records

DATES: 1926-1957.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are attendance records created by instructors to track class attendance. Information includes student and teacher names, class name, days attended, and grades earned.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the record's secondary historical value. These records provide a sample of middle school operations.

PRIMARY DESIGNATION:

Exempt FERPA 34 CFR 99

AGENCY: Jordan School District (Utah)

SERIES: 29779

TITLE: Riverton Junior High attendance records

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Jordan School District (Utah)

SERIES: 27235

3

TITLE: Roll books from closed schools

DATES: 1900-

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

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). This series includes Cottonwood Elementary and Mountview Elementary.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

These roll books from MountView and Cottonwood Elementary document the activities and existence of these schools.

AGENCY: Jordan School District (Utah)
SERIES: 27235
TITLE: Roll books from closed schools

(continued)

PRIMARY DESIGNATION:

Private

This series contains private information about minors that is restricted for 100 years after creation of the record. (Utah Code 63G-2-310)

AGENCY: Jordan School District (Utah)

SERIES: 28492

3

TITLE: Sandy Junior High School attendance registers

DATES: 1953-1954.

ARRANGEMENT: Chronological by school year, thereunder alphabetical by teacher name.

DESCRIPTION:

Minors between age 6 and 18 are legally required to attend school. These are records of student attendance, absence and tardiness.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Exempt

The federal Family Educational Rights and Privacy Act (FERPA) designates that records created after 1970 containing student grades and evaluations are private.

SECONDARY DESIGNATION(S):

Private.

Records in this series created prior to 1970 contain information about individuals under the age of 21 years that is considered private for 100 years. (Utah Code 63G-2-305)

AGENCY: Jordan School District (Utah)

SERIES: 29464

3

TITLE: School board minutes

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Jordan School District (Utah)

SERIES: 27232

3

TITLE: School board minutes and supplemental materials

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes provide a written record of meetings held by the Jordan School District's School Board. The minutes include the agenda, a summary of statements, discussions, motions, and the votes of individual members regarding administrative matters. These records also include supplemental materials submitted to school board members before and during special and regular meetings, and serve as items of discussions during the meetings. They generally include special reports, budget proposals, policy procedures, and related correspondence.

RETENTION:

Permanent. Retain for 70 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These minutes provide a written record of meetings held by the School Board and document the district's development and direction.

AGENCY: Jordan School District (Utah)

SERIES: 27232

TITLE: School board minutes and supplemental materials

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan School District (Utah)

SERIES: 25865

1

TITLE: Security surveillance tapes

DATES: 1992-2016.

ARRANGEMENT: Chronological by date and thereunder alphabetical by name.

DESCRIPTION:

These video tapes are collected for use in school and/or police investigations involving students on school campuses. The records contain personally identifiable information and other information that is used in solving a variety of cases at the school that include but are not limited to: vandalism, assault, harassment, theft, burglary, trespass, truancy, and safety violations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(11)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 29369

3

TITLE: South Pointe Adult High School official transcripts

DATES: 1970-

ARRANGEMENT: Chronological thereunder alphabetical.

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

AGENCY: Jordan School District (Utah)

SERIES: 29369

TITLE: South Pointe Adult High School official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015) Utah Code 63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Jordan School District (Utah)

SERIES: 27239

3

TITLE: Special education files

DATES: 1982-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

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. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule

AGENCY: Jordan School District (Utah)

SERIES: 27239

TITLE: Special education files

(continued)

and by federal and state guidelines.

PRIMARY DESIGNATION:

Exempt FERPA

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 26803

3

TITLE: Student health cards

DATES: 1927-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records are used to document any student health concerns that school personnel should be aware of. These cards are used as an emergency reference only and are available to personnel in the event that a health concern arises. Information contained on the cards includes: student name; date of birth; grade; teacher; parent(s) name, home phone number, and work phone number; medical provider and their phone number; a description of any serious health concerns; special needs; the name, reason, dosage, and time given for any medications; and given permission to share information with school personnel. At the beginning of each new school year, parents are asked to fill out a new health card for each student in their family as part of the registration process. These new cards then supersede the prior years' cards in order to avoid conflicting information being given to personnel. 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 for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student enrollment and registration, GRS-1501.

AGENCY: Jordan School District (Utah)

SERIES: 26803

TITLE: Student health cards

(continued)

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months after being superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(b)

AGENCY: Jordan School District (Utah)

SERIES: 29047

3

TITLE: Student history records

DATES: 2007-

ARRANGEMENT: Chronologically, thereunder alphabetically by last name.

DESCRIPTION:

These records support the agency's administrative function to document student attendance. Records include each student's name, date of birth, parents or guardians, date that student entered and exited the school, and the number of days in attendance.

RETENTION:

Permanent. Retain for 20 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

AGENCY: Jordan School District (Utah)

SERIES: 29047

TITLE: Student history records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 25866

3

TITLE: Student surveillance and incident records

DATES: 1992-

ARRANGEMENT: Chronological by case number and thereunder alphabetical by last name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Jordan School District monitors student and staff behavior in an effort to create a safe and respectful environment in its facilities. Records document misconduct for school and/or police investigations involving students at the schools, and may include video surveillance, student witness statements, and other records related to incidents.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2005

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 1 year and then delete.

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

Video recordings master: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Jordan School District (Utah)
SERIES: 25866
TITLE: Student surveillance and incident records

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99; Utah Code 63G-2-201(3)(b)(2013)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(10) and (11)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 25864

3

TITLE: Student witness statements

DATES: 1995-2016.

ARRANGEMENT: Chronological by case number and thereunder alphabetical by last name.

DESCRIPTION:

These records are collected for use in school and/or police investigations involving student misconduct at the schools. The records are either written or recorded and contain information that is used in solving a variety of cases or problems at the school.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2005

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(10)(16)(25)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah)

SERIES: 27949

3

TITLE: Union Elementary and Junior High School attendance registers

DATES: 1905-1972.

ARRANGEMENT: Chronological by school year, thereunder by grade.

DESCRIPTION:

This series contains registers used to record basic student information for Union School and Union Jr. High. The registers list the names of teachers and students at the school. Male students are listed first in the registers, beginning with the lowest grade or class in the room; female students are listed next in the same order. Registries include each student's name, age, parents, residence, prior attendance, duration of each student's membership at the school, time of attendance, amount of absences and tardies, deportment, and scholarship in each subject. The registries also include a list of visitors to the school, a general summary of enrollment at the school, and teachers' compensation for the school year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Error - Format Type is invalid.

Paper: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the operation of the Union School and the students who attended the school.

AGENCY: Jordan School District (Utah)

SERIES: 27949

TITLE: Union Elementary and Junior High School attendance registers

(continued)

PRIMARY DESIGNATION:

Private

This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY DESIGNATION(S):

Public.

Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)

AGENCY: Jordan School District (Utah)

SERIES: 28601

3

TITLE: Upper Bingham School roll books

DATES: 1919-1958.

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the community of Bingham Canyon and of the operation of public schools in the state.

PRIMARY DESIGNATION:

Private This series contains private information about minors and are restricted for 100 years after their creation. (Utah Code 63G-2-310)

AGENCY: Jordan School District (Utah)

SERIES: 10257

3

TITLE: Valley High School official transcripts

DATES: 1976-

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

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at Valley High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 2016.
Retain in Office permanently.

Computer data files: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

AGENCY: Jordan School District (Utah)

SERIES: 10257

TITLE: Valley High School official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Jordan School District (Utah)

SERIES: 10011

3

TITLE: West Jordan High School official transcripts

DATES: 1982-

ARRANGEMENT: Chronological, thereunder alphabetical by surname.

DESCRIPTION:

These transcripts document the classes students attended and the credits they earned at West Jordan High School. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 40 years after separation and then destroy.

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

Microfilm duplicate: For records prior to and including 2016. Retain in Office permanently.

Computer data files: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

AGENCY: Jordan School District (Utah)

SERIES: 10011

TITLE: West Jordan High School official transcripts

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30,31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.