

Retention and Classification Report

Agency: Salt Lake City School District (Utah) (1089)

440 East 100 South
Salt Lake City, UT 84111-1891
801-578-8348

Records Officer: _____

84682	Annual reports
84705	Annual statistical report
84680	Board minutes
84703	Board motions card file
30759	Bonneville Elementary student records
84769	School board agenda
31093	Special education dead files

AGENCY: Salt Lake City School District (Utah)

SERIES: 84682

4

TITLE: Annual reports

DATES: 1897-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

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

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

APPRAISAL:

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

This annual report is a very important public document. It is used for reference purposes in the years following its publication. For this reason, a minimum retention period of ten years in the office has been assigned to this record series.

AGENCY: Salt Lake City School District (Utah)

SERIES: 84682

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 84705

4

TITLE: Annual statistical report

DATES: i 1974-1986; 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a copy of an annual report required to be submitted to the State Office of Education. It contains an accounting of enrollment of all students attending federal and state adult basic education and adult high school completion programs. All figures are certified. It includes the number of participants by sex; age range and grade level; race; selected ethnic groups and also sex by functional grade levels. It contains an accounting of the number of participants leaving the program and their associated reasons. The report also gives detailed information concerning authorized course titles and total number of awarded credits by program categories and by authorized course title. The report includes a profile of participants containing enrollment figures for number of daytime and evening classes by type, placement, and type of job performed by amount of training. New courses, services and activities initiated from public involvement and continuing courses, services and activities of the school district are also discussed in this report. The State Board of Education is required to supervise all adult education in the state of Utah [Utah Code Annotated (UCA) 53A-15-401 (1990)]. The local board "shall submit reports required by the State Board of Education for the administration of adult education" [UCA 53A-15-405(4) (1990)].

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 84705

TITLE: Annual statistical report

(continued)

APPRAISAL:

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

This retention is based on the administrative needs expressed by the office. No specific state statute nor federal guidelines were identified which indicate a retention period. A five year period is the most common federal requirement for education records. The State Office of Education receives the S-3 report from all 40 school districts and then creates an annual report from the data.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 84680

4

TITLE: Board minutes

DATES: i 1890-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are the proceedings of regular or special meetings of the Salt Lake City School District Board of Education. The minutes include the date, time and place of each meeting, as well as members present and absent, the agenda, and a written account of the proceedings. The minutes also include background material associated with meeting agenda topics, and other exhibits for board discussions.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: For records beginning in 1910 and continuing to the present. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 84680

TITLE: Board minutes

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation. This retention is based on the administrative needs expressed by the district and the historical value of these minutes to document the actions of the Salt Lake City School Board.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (31)

AGENCY: Salt Lake City School District (Utah)

SERIES: 84703

4

TITLE: Board motions card file

DATES: i 1966-

ARRANGEMENT: alphabetical by subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This card file documents actions taken by the Salt Lake City School District Board of Education and serves as an index to the board minutes. The information is recorded and filed in the Business Services office where it is used as a reference when conducting district business. The cards include actions on a wide range of subjects and issues.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until file has been automated and then transfer to State Archives.

APPRAISAL:

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

This retention is based on the administrative needs expressed by the district's business coordinator and the historical value of these records. Since this file serves as an index to the minutes it should be transferred to the State Archives for preservation.

AGENCY: Salt Lake City School District (Utah)

SERIES: 84703

TITLE: Board motions card file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 30759

3

TITLE: Bonneville Elementary student records

DATES: 1997-

ARRANGEMENT: By school year, thereunder alphabetically by surname

DESCRIPTION:

Documentation of students time at Bonneville Elementary. May include the student's name, date of birth, parents or guardians, how long the student attended, and graduation.

RETENTION:

Permanent. Retain for 40 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 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Private Utah Code 63G-2-302(1)(b) (2023)

AGENCY: Salt Lake City School District (Utah)

SERIES: 30759

TITLE: Bonneville Elementary student records

(continued)

SECONDARY DESIGNATION(S):

Private. FERPA 34 CFR 99.4 (2024)

AGENCY: Salt Lake City School District (Utah)

SERIES: 84769

4

TITLE: School board agenda

DATES: i 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are copies of agenda prepared for school board meetings. They are used to direct the focus of board meetings according to a pre-arranged schedule and, in accordance with the open meetings law, to inform the public of scheduled items for discussion at the meeting. The agenda includes the order of business for the board meeting, items of importance and interest to board members and other individuals concerned with the school district and education in Salt Lake City, proposals, important correspondence, graphs, charts, and other preparatory information.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the superintendent. The record copy is maintained as part of the official minutes.

AGENCY: Salt Lake City School District (Utah)

SERIES: 31093

3

TITLE: Special education dead files

DATES: 1997-

ARRANGEMENT: Chronological by school year, thereunder alphabetical

DESCRIPTION:

These records track special education information for students receiving special education services in the Salt Lake City School District. These records document the progress and participation of students enrolled in special education programs. Information includes individualized education program records, evaluations, parental information and correspondence, assessments, and related 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 Non-transferred student files, GRS-1497.

AUTHORIZED: 10-01-1999

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 31093

TITLE: Special education dead files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-107(1)(a) (2024)