

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: _____

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AGENCY: Salt Lake City School District (Utah)

SERIES: 1818

3

TITLE: Administrative records

DATES: 1914; 1934-1985.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Includes photos from 1930s-1940s; reports ca. 1914. Also includes photos of the Salt Lake City School District office fire, November 30, 1966.

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).
Photographs document the history of Salt Lake City School District.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 4074

1

TITLE: Administrative records

DATES: 1952-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Salt Lake City School District (Utah)

SERIES: 25141

3

TITLE: Annual report to the community

DATES: 1987-2023.

ARRANGEMENT: Chronological by year published

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

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: 84786

4

TITLE: Board policies and procedures manual

DATES: s 1975.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is the policies and procedures manual adopted by the Salt Lake City School Board. It was created to aid board members and other participants in board meetings to understand the policies and procedures of conducting business during the meetings and to understand the general operations of the school district.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs expressed by the office and the historical value of this manual to document the actions of the district's school board.

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: 29520

1

TITLE: Budget and finance

DATES: 2010-2023.

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: Salt Lake City School District (Utah)

SERIES: 26102

3

TITLE: Census reports

DATES: 1957-1973.

ARRANGEMENT: Chronological by date beginning with most recent.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

The Salt Lake City School District took an annual census of students in the various schools in the district. These censuses include the number of students enrolled in each school. Some years are broken down by gender, race, or other criteria. Data also include information about handicapped children, pre-schoolers, and children not enrolled.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Demographic information about Salt Lake City School District is valuable historical information.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 14055

3

TITLE: Child accounting student records

DATES: 1918-1948.

ARRANGEMENT: chronological by birth date group, thereunder alphabetical

DESCRIPTION:

Gives child's name, address, parents' names, school, achievement test scores, classes and grades, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake City School District (Utah)

SERIES: 24987

3

TITLE: Circular of public schools

DATES: 1890-2023.

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records provide resources for social history by describing school curriculum for a time period.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 26101

3

TITLE: Civil defense information

DATES: 1962-1978.

ARRANGEMENT: Alphabetical by publishing agency and thereunder chronological by date of publication.

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

The Salt Lake City School District collected publications and other material on civil defense in order to assist the district in providing bomb shelters and appropriately responding to nuclear threats. The majority of these are publications from the Department of Defense, but the collection includes publications from some other state and federal agencies. The collection includes a map of bomb shelters in Salt Lake County in 1970.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records document the school district's concern with the threat of nuclear attack, the location of bomb shelters, and the nature of nuclear disaster training, and are therefore a valuable record of Cold War thinking.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 3523

3

TITLE: Committee minutes

DATES: 1921-1953, 1977-2023.

ARRANGEMENT: By committee, thereunder chronological

DESCRIPTION:

Includes the minutes of the various committees within the City Board of Education, including the Buildings and Grounds Committee, the Teachers and School Work Committee, the Finance Committee, and the Committee on School Law. Minutes include date and time held, those present, issues discussed, and policy decisions made. Also includes minutes for Building Needs Committee for 1977.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

APPRAISAL:

These records have administrative, historical, and/or legal 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.

AGENCY: Salt Lake City School District (Utah)

SERIES: 3523

TITLE: Committee minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 11572

3

TITLE: Correspondence

DATES: 1953-2023.

ARRANGEMENT: None

DESCRIPTION:

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

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 25509

1

TITLE: County superintendent annual report

DATES: 1876-1881.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book contains the statistical reports on the financial affairs of the schools in Salt Lake County prior to consolidation into three school districts. These reports usually include an accounting of all income and expenditures in relationship to the final budget and a narrative statement on enrollment and activities of the individual districts. 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 AND DISPOSITION AUTHORIZATION:

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

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).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 14065

3

TITLE: Douglas school student records

DATES: 1917-1934.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 29967

3

TITLE: Elementary school student cards

DATES: 1965-1976.

ARRANGEMENT: Chronological by elementary school year span, thereunder by junior high and elementary schools attended.

DESCRIPTION:

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 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:

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

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

M-Disc: Retain in State Archives permanently with authority to weed.

M-Disc: 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 student participation in the public school system. The records have value for documenting residency and will eventually have genealogical value for the information they contain about individuals.

AGENCY: Salt Lake City School District (Utah)

SERIES: 29967

TITLE: Elementary school student cards

(continued)

PRIMARY DESIGNATION:

Exempt

Information about students is restricted under the federal Family Educational Rights and Privacy Act (FERPA).

SECONDARY DESIGNATION(S):

Private.

Personal information about students under the age of 21, including birth date, test scores, and educational evaluations, is considered private for 100 years under the provisions of GRAMA. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 14061

3

TITLE: Glendale Junior High School student records

DATES: 1940-1949.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 14066

3

TITLE: Grant School Registers

DATES: 1917-1919; 1930-1933.

ARRANGEMENT: Generally chronological by school year, thereunder by teacher and grade.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Microfilm master: 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).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Grant School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

PRIMARY DESIGNATION:

Private Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

AGENCY: Salt Lake City School District (Utah)

SERIES: 14066

TITLE: Grant School Registers

(continued)

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah)

SERIES: 14052

3

TITLE: Grant School student cards

DATES: 1896-1901; 1915-1917.

ARRANGEMENT: Chronological by time period, thereunder alphabetical by student name.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the students, and operations of the school in the late 19th and early 20th centuries. They have high genealogical value because of the information they contain about individuals.

PRIMARY DESIGNATION:

Public Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah)

SERIES: 28730

3

TITLE: Hamilton School administrative records

DATES: 1900-1902.

ARRANGEMENT: None.

DESCRIPTION:

This series contains a single school register book used in 1900-1901 and then re-purposed to record information about textbooks and other school business.

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 master: 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 operation of public schools at the turn of the twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 14064

3

TITLE: Hamilton School Registers

DATES: 1899-1933.

ARRANGEMENT: Generally chronological by school year, thereunder by teacher and grade.

DESCRIPTION:

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 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 permanently or until found and then transfer to State Archives with authority to weed.

Microfilm master: 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).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Hamilton School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

AGENCY: Salt Lake City School District (Utah)

SERIES: 14064

TITLE: Hamilton School Registers

(continued)

PRIMARY DESIGNATION:

Private

Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: Salt Lake City School District (Utah)

SERIES: 14067

3

TITLE: Highland Park school student records

DATES: 1922-1933.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 14060

3

TITLE: Hillside Junior High School student records

DATES: 1938-1949.

ARRANGEMENT: None.

DESCRIPTION:

These are student information cards and transcripts.

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:

Microfilm master: 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).

These records have historical value for genealogical value.

PRIMARY DESIGNATION:

Exempt

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2019.

AGENCY: Salt Lake City School District (Utah)

SERIES: 25129

3

TITLE: Improvement of ethical conduct in the public schools of Salt Lake City (publication)

DATES: 1947.

ARRANGEMENT: Numerical by appendix number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This study reviews a 1946 program in the Salt Lake City School district which emphasized the "development of human relations in conformity with high moral and spiritual values." The study includes an introduction, descriptions of the program, survey results, a plan for future programming, and evaluation. 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

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 are valuable historical records because they document social morals in Salt Lake City for the time period.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 14069

3

TITLE: Irving Junior High School student records

DATES: 1919-1930.

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

This series consists of attendance and scholarship records for students at Irving Junior High in Salt Lake City. These are the class rolls maintained by each teacher. They are used to record student attendance. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Salt Lake City School District (Utah)

SERIES: 14070

3

TITLE: Jefferson School student records

DATES: 1911-1937.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

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

SECONDARY DESIGNATION(S):

Public.

All information in this series is considered public after 100 years.

AGENCY: Salt Lake City School District (Utah)

SERIES: 14071

3

TITLE: Jordan Junior High School student records

DATES: 1921-2023.

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 14072

3

TITLE: Jordan Onequa school student records

DATES: 1899-1934.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are registers of student records from Davis School, Onequa, and Jordan School. Records include attendance, scholarships, teachers name, class and grades, vital information, as well as an index of students.

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:

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

APPRAISAL:

These records have historical value(s).
These records have genealogical value.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt

AGENCY: Salt Lake City School District (Utah)

SERIES: 14063

3

TITLE: Junior high school student cards

DATES: 1965-1976.

ARRANGEMENT: Chronological by elementary school through jr. high year span, thereunder by junior high and high schools.

DESCRIPTION:

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:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt Student information is protected under the federal Family Educational Rights and Privacy Act (FERPA).

SECONDARY DESIGNATION(S):

Private. Personal information about minors under the age of 21, such as birth dates, test scores, and educational evaluations is considered private for 100 years under GRAMA (Utah Code 63G-2-)

AGENCY: Salt Lake City School District (Utah)

SERIES: 25126

3

TITLE: Junior high school yearbooks

DATES: 1922-1926.

ARRANGEMENT: Alphabetical by school name

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These yearbooks document the activities of three closed junior school schools (Jordan Junior High, Roosevelt Junior High, and West Junior). They were compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities. The year books include: Brown and Gold (Jordan Junior High) 1923 and 1924; Roosevelt Outlook, 1925 and 1926; and West Junior Blues, 1922 and 1923. These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

RETENTION:

Permanent. 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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 25126

TITLE: Junior high school yearbooks

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 28723

3

TITLE: Liberty School student registers

DATES: 1922-1923; 1928-1929; 1932-1933.

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

DESCRIPTION:

Minors between age 6 and 18 are legally required to attend school. These are records of student attendance, absence and tardiness. These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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 master: 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 operation of schools during this time period.

AGENCY: Salt Lake City School District (Utah)

SERIES: 28723

TITLE: Liberty School student registers

(continued)

PRIMARY DESIGNATION:

Private

This series contains information about minors, including birthdates and evaluations, that is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 14073

3

TITLE: Liberty school student records

DATES: 1916-1924.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 14057

3

TITLE: Lincoln Junior High School student records

DATES: 1920-1965.

ARRANGEMENT: Alphabetical by student name.

DESCRIPTION:

This series consists of attendance and scholarship records for students at Lincoln Junior High in Salt Lake City. These are the class rolls maintained by each teacher. They are used to record student attendance. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Salt Lake City School District (Utah)

SERIES: 25182

1

TITLE: Longfellow Elementary School student photographs

DATES: 1969-1970.

ARRANGEMENT: Chronological, thereunder numerical by grade number

DESCRIPTION:

This series consists of a single photograph album from Longfellow school. Students are not identified. Includes date, year, principal's name, teachers' names and grades, and a photograph of each class.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until school closed and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 14074

3

TITLE: Longfellow School Registers

DATES: 1905-1930.

ARRANGEMENT: Generally chronological by school year, thereunder by teacher and grade in no regular order.

DESCRIPTION:

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. (GRS-1499)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: For records beginning in 1906 through 1907. Retain in State Archives permanently with authority to weed.

Microfilm master: 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).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Longfellow School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

AGENCY: Salt Lake City School District (Utah)

SERIES: 14074

TITLE: Longfellow School Registers

(continued)

PRIMARY DESIGNATION:

Private

Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah)

SERIES: 25492

3

TITLE: Lowell School fire loss engineering analysis

DATES: 1961.

ARRANGEMENT: None.

DESCRIPTION:

This engineering study analyzes the fire loss of the 1960 fire of the Lowell Elementary School. It was used to report the losses and to make recommendations to the Salt Lake City School District's Board of Trustees. This study includes a summary of previous fire losses, photographs, diagrams, building valuations, estimated construction costs, graphs, and recommendations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the record's secondary research value in documenting fire losses in the Salt Lake City School District (1890-1961) and school construction costs.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 84789

3

TITLE: Master Plan Committee for Transitional Services records

DATES: 1986-1987.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

These records are the notes and reports of a master committee established to decide how best to prepare special education children for the outside world. The binder includes a list of committee members, minutes, reference materials and notes. These records include information on the following subcommittees: Service Needs, Service Delivery, Community Service, and Fiscal Resources.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives 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 of documenting policymaking in the Salt Lake City School District.

AGENCY: Salt Lake City School District (Utah)

SERIES: 84789

TITLE: Master Plan Committee for Transitional Services records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 23510

3

TITLE: Newsletters

DATES: 1973-2023.

ARRANGEMENT: chronological by issue date

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

AGENCY: Salt Lake City School District (Utah)

SERIES: 14030

1

TITLE: Payroll records

DATES: 1972-2023.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 84444

3

TITLE: Personnel directories

DATES: 1922-2023.

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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 administrative, and/or historical value(s).
Disposition based on value of these directories to the school district.

AGENCY: Salt Lake City School District (Utah)

SERIES: 84444

TITLE: Personnel directories

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home addresses of employees are private. UCA 63G-2-302(1)(f)

AGENCY: Salt Lake City School District (Utah)

SERIES: 84783

4

TITLE: Petitions for superintendent's resignation

DATES: i 1987-1988.

ARRANGEMENT: None

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These petitions and some correspondence were submitted to the school board demanding the resignation of Superintendent John Bennion. These petitions express the anger and frustration over the closure of South High School and the redrawing of high school boundaries. The school board did not request the superintendent's resignation, but rather gave him a vote of confidence.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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 office. The disposition reflects the historical value of these records which show the intense feelings of school district patrons concerning the closure of South High School and the redrawing of high school boundaries. This information is important to any complete study of these events.

AGENCY: Salt Lake City School District (Utah)

SERIES: 26124

3

TITLE: Photographs

DATES: ca. 1900-1930.

ARRANGEMENT: Chronological.

DESCRIPTION:

Salt Lake City School District framed several historic photographs for display in district buildings. Those framed photographs transferred to Utah State Archives include: 1. Oquirrh School, ca. 1900; 2. 1908 eighth grade graduating class, Oquirrh School, 1908; 3. Douglas School; 4. Roosevelt Junior High School student body, 1927; 5. Architectural rendering of gymnasium for West High School.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These photographs document the school district buildings.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 29547

1

TITLE: Policy and procedure

DATES: 2016-2023.

ARRANGEMENT: none

DESCRIPTION:

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:

Retain until administrative need ends

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, fiscal, and/or legal value(s).

AGENCY: Salt Lake City School District (Utah)

SERIES: 3898

3

TITLE: Property assessment book

DATES: 1920-2023.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 25142

3

TITLE: Publications

DATES: 1943-2023.

ARRANGEMENT: Chronological by year published

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 historical value(s).

Publications which document agency history and functions have ongoing research value.

AGENCY: Salt Lake City School District (Utah)

SERIES: 25142

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 24938

3

TITLE: Purchasing committee minutes

DATES: 1944-1960.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.10 cubic feet.

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 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 until administrative need ends and then transfer to State Archives.

PRIMARY DESIGNATION:

Public

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: 25426

3

TITLE: School board committee reports

DATES: 1925-1933.

ARRANGEMENT: Alphabetical by committee name, thereunder chronological by school year and numerical by report number

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are committee reports submitted to the Salt Lake City School Board. They were used to propose resolutions and to make other recommendations for board actions. The reports are for the following committees : Buildings and Grounds Committee (1925-1933), Committee of the Whole (1925-1933), Finance Committee (1925-1933), Rules Committee (December 1929), and the Teachers and School Work Committee (1925-1933). The reports include the date, report number, recommendations, vote tallies, lists of warrants issued, proposed resolutions, letters, memoranda, and committee member signatures.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2004

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary historical value in documenting the development of the Salt Lake City School District board policy and other actions.

AGENCY: Salt Lake City School District (Utah)

SERIES: 25426

TITLE: School board committee reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 25150

1

TITLE: School broadcasting (newspaper)

DATES: 1917-1938.

ARRANGEMENT: Chronological, thereunder numerical by volume and number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is the district newspaper that reports on district activities, teachers, and administrative activities. It is issued quarterly during the school year by the School Board. Articles and photographs concerning teachers and other district personnel, schools, retirement issues, the Salt Lake City Teacher's Association, the National Education and may include some coverage of local, national, and international events of interest to its readers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 23036

3

TITLE: School Children's Constitution and Flag Monument books

DATES: 1932-1952.

ARRANGEMENT: Generally divided between elementary and secondary schools, thereunder alphabetical by name of school.

DESCRIPTION:

This scrapbook was compiled in 1936 for inclusion in a vault placed in the School Children's Constitution and Flag Monument located at the west end of the Salt Lake City-County building grounds. The scrapbook includes photographs and articles of the monument, photographs of the individual school buildings, and lists of the names of children attending each school with each child's ambition (what occupation they want to have when they grow up). Upon opening, the University of Utah was going to review the ambitions and determine the extent to which they had been realized.

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 flag pole projects the Salt Lake City School District was involved in. It also contains valuable information about schools and school children in Salt Lake City in the 1930's.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 3381

1

TITLE: School election proceedings transcripts

DATES: 1948-2023.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 11864

3

TITLE: School organization reports

DATES: 1968, 1973-1986.

ARRANGEMENT: Chronological

DESCRIPTION:

Information recorded in the annual school organization reports includes: names of school staff, position, number of students taught by each teacher, total number of pupils by grade, number of teachers, number of teaching positions (including teacher's aides), average number of pupils per teaching position, name of principal, and name of school.

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).

These reports provide a good historical summary about school demographics.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 25144

3

TITLE: Staff newsletter

DATES: 1969-2023.

ARRANGEMENT: Chronological by year

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
Publications which document agency history and functions have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 29944

3

TITLE: Stewart Training School student records

DATES: 1917-1937; 1952-1966.

ARRANGEMENT: Mixed and intermittently alphabetical by student name.

DESCRIPTION:

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 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:

Microfilm master: 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 permanent historical value as documentation of students who attended the Stewart Training School. The records have high value for genealogical purposes.

PRIMARY DESIGNATION:

Private This series contains information about minors under the age of 21 that is considered private for 100 years, including birth dates and evaluations.

SECONDARY DESIGNATION(S):

Public. Records in this series that are over 100 years old are considered public. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 81801

3

TITLE: Student cards

DATES: 1933-1966.

ARRANGEMENT: Alphabetical by student name.

TOTAL VOLUME: 49.00 cubic feet.

DESCRIPTION:

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 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 destroy provided microfilm has passed inspection.

Microfilm master: 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 permanent historical value as documentation of enrollment of students in the schools in the school district. It also contains other information about individuals that has high value for genealogical researchers.

AGENCY: Salt Lake City School District (Utah)

SERIES: 81801

TITLE: Student cards

(continued)

PRIMARY DESIGNATION:

Private

Records in this series contain private information, such as birth dates and evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 84639

3

TITLE: Student file cards

DATES: 1915-2023.

ARRANGEMENT: Alphabetical by student's surname

DESCRIPTION:

These history file cards contain information on all students who have attended school in the Salt Lake City School District. These file cards are used to document all aspects of attendance by each district student. The information on the cards includes the names of the student, sex, race, birth date and place, name of parents, address or addresses while attending school in the district, schools attended by the student as well as grades, test results, health information (i.e. immunizations, serious illnesses) and the matriculation of the student.

RETENTION:

Permanent. Retain for 75 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1989

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: Retain in Office for 75 years and then destroy.

Digital image: Retain in Office until administrative need ends and then delete.

AGENCY: Salt Lake City School District (Utah)

SERIES: 84639

TITLE: Student file cards

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This retention is based upon the administrative needs expressed by the division and their historical value because they contain detailed information on all students who have attended school in the Salt Lake City School District.

PRIMARY DESIGNATION:

Private

These records contain information about minors under the age of 21 that is considered private for 100 years. (Utah Code 63G-2-113)

AGENCY: Salt Lake City School District (Utah)

SERIES: 81806

3

TITLE: Student history records

DATES: 1890-2023.

ARRANGEMENT: Alphabetical by surname.

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. 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. Retain for 20 year(s) after separation

DISPOSITION:

May 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 40 years after separation and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 40 years and then transfer to State Archives.

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: Salt Lake City School District (Utah)

SERIES: 81806

TITLE: Student history records

(continued)

PRIMARY DESIGNATION:

Exempt

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

AGENCY: Salt Lake City School District (Utah)

SERIES: 29865

3

TITLE: Student tracking cards

DATES: 1954-1990.

ARRANGEMENT: Chronologically by school-year span, thereunder alphabetically by student name.

DESCRIPTION:

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as as sample documentation of how the district kept track of students. It also has permanent genealogical value as documentation of where individuals and families lived over time.

PRIMARY DESIGNATION:

Private

Contains information about individuals under the age of 21 that is private for 100 years as per Utah Code 63G-2-310.

AGENCY: Salt Lake City School District (Utah)

SERIES: 85034

3

TITLE: Teachers' absences book

DATES: 1924-1925.

ARRANGEMENT: chronological thereunder alphabetical by school within category)

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book is a record of the absences of individual teachers employed by the Salt Lake School District. Although not specifically identified, pages 1-40 presumably cover the first half of 1924 (January to June). Pages 42-119 cover the 1924-25 school year (September 1924 to June 1925). A blank page (or two) was reserved for each school on which is recorded the date(s) teachers were absent, the name of the substitute teacher (if any), the name of the absent teacher, and the total number of days the regular teacher was absent. Information about part-time teachers and teachers in training was recorded following the sections for the high school teachers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1990

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of this volume to document the teachers of the district. It is an important informational source documenting the teaching profession.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 25139

3

TITLE: Teachers' examination and certification records

DATES: ca. 1890-1894.

ARRANGEMENT: Alphabetical by first letter of teacher's surname

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the results of individual school teacher's examinations and whether certification was granted. They include the teacher's name, examination dates, list of examination (reading, writing, spelling, English grammar, geography, U.S. history, arithmetic, and theory and practice), individual scores, average score, and whether certified .

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

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).

This disposition is based solely on the record's secondary research value in documenting teaching and teachers in the Salt Lake City School District. This volume provides the first indication on the types of test taken and average scores given.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 23509

3

TITLE: Time capsule

DATES: 1987-1989.

ARRANGEMENT: none

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This copper box and its contents are a time capsule deposited by first graders in the Salt Lake City School District in the City-County bell tower in 1989, soon after the building's renovation and rededication; the capsule was started in 1987. The time capsule was lodged through Kidspeak 2000, part of Project 2000. Project 2000 involved a group of citizens who met to discuss problems and concepts, and to examine and determine alternatives to social direction. The time capsule was opened by some of the same students, by then high schoolers, on 4 January 2000. Contents include public policy studies, student predictions, a book about and a key from the Hotel Utah, newspapers, a Pepsi publication and soda can, T-shirt from the city-county building, a KUTV videotape of a 1985 broadcast regarding Project 2000, and a styrofoam Big Mac hamburger container from McDonald's.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Artifacts: Retain in State Records Center for 3 years and then transfer to State Records Center. Retain in State Records Center until state archivist has decided ultimate repository and then transfer to Division of State History.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah)

SERIES: 29976

3

TITLE: Uintah School Registers

DATES: 1915-1933.

ARRANGEMENT: Generally chronological by school year, thereunder in no regular order by teacher and grade.

DESCRIPTION:

his 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. (GRS-1499)

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:

Microfilm master: 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 permanent historical value as documentation of the operation of the Uintah School in the early 20th century. It also has genealogical value because it contains information about individuals.

PRIMARY DESIGNATION:

Private Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 29976

TITLE: Uintah School Registers

(continued)

SECONDARY DESIGNATION(S):

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah)

SERIES: 29978

3

TITLE: Wasatch School Registers

DATES: 1905-1910.

ARRANGEMENT: Chronological by school year, thereunder by teacher and grade in no regular order.

DESCRIPTION:

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. (GRS-1499)

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:

Microfilm master: 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).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Wasatch School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

PRIMARY DESIGNATION:

Public Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah)

SERIES: 11777

3

TITLE: Webster School Registers

DATES: 1919-1933.

ARRANGEMENT: Generally chronological by school year, thereunder in no regular order by teacher and grade.

DESCRIPTION:

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. (GRS-1499)

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:

Microfilm master: 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).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Webster School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

PRIMARY DESIGNATION:

Private

Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah)

SERIES: 11777

TITLE: Webster School Registers

(continued)

SECONDARY DESIGNATION(S):

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)