

Retention and Classification Report

Agency: Jordan School District (Utah). Office of Student Services (1418)

7387 South Campus View Drive
West Jordan, UT 84088
801-567-8183

Records Officer: _____

82450	*Elementary and middle school student attendance class rolls
27231	*Enrollment
84049	*High school student attendance class rolls
25459	*Master daily attendance roll
27229	*Student appeals hearings
25456	*Student information report

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82450

3

TITLE: Elementary and middle school student attendance class rolls

DATES: 1890-1979.

ARRANGEMENT: Alphabetical by name of school and teacher, thereunder chronological
DESCRIPTION:

These are the rolls maintained by each teacher to indicate student attendance in elementary and middle schools in the Jordan School District. The rolls contain teachers names, names of students, entry date, exit date, days of absence, and sometimes grades. The student class rolls predate the creation of the district in 1905. The earliest rolls are for the Herriman School (1890-1905). In 1979, the Jordan School District discontinued the use of rolls and attendance records were placed on the Office of Education computer system.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1890 through 1979. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided the 1890 - 1905 rolls are transferred to Archives.

Microfilm master: For records beginning in 1890 through 1977. Retain in Office permanently.

Paper: For records beginning in 1977 through 1979. Retain in Office for 3 years and then destroy.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82450

TITLE: Elementary and middle school student attendance class rolls

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This retention is based upon the administrative needs expressed by the district. Since the district's official high school transcript does not indicate which elementary and middle schools attended, the attendance rolls are the only existing evidence of school attendance from kindergarten to eighth grade during the period from 1890 to 1977. Those rolls should be kept permanently. The other rolls are only needed for statistical reports and may be destroyed after the administrative value has passed.

PRIMARY DESIGNATION:

Public

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27231

1

TITLE: Enrollment

DATES: 1977-2016.

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

DESCRIPTION:

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

RETENTION:

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). Office of Student Services

SERIES: 84049

3

TITLE: High school student attendance class rolls

DATES: 1903-1979.

ARRANGEMENT: Alphabetical by name of school and teacher

DESCRIPTION:

These are the individual rolls kept by each high school teacher in Jordan District to indicate student attendance. The rolls include: the name of teacher, names of students, entry and exit dates, days of attendance and absence, and sometimes grades. In 1979, the Jordan School District discontinued the use of rolls and attendance records were automated.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: For records beginning in 1903 through 1905. Retain in Office until microfilmed and then transfer to State Archives.

Microfilm master: For records beginning in 1903 through 1905. Retain in Office permanently.

Paper: For records beginning in 1905 through 1979. Retain in Office for 3 years and then destroy provided roll books are matched to official transcripts.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the district. From 1903 to 1905, the attendance roll is the only existing evidence of attendance in the Jordan District. Those rolls should be kept permanently. The other rolls are only needed for statistical reports and may be destroyed after their

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 84049

TITLE: High school student attendance class rolls

(continued)

administrative value has passed. To ensure transcripts exist for all high schools and for all years, the roll books will be matched to the transcripts. Any rolls identified as the sole record of attendance in the Jordan District will be kept permanently (or until microfilmed). The official transcript provides information on attendance in Jordan School District high schools.

PRIMARY DESIGNATION:

Public

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25459

3

TITLE: Master daily attendance roll

DATES: 1977-2007.

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname

DESCRIPTION:

Jordan School District keeps a master attendance report. For each student this report includes student's name and student number and then details information about absences and tardies.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

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 and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This retention is based on Jordan District's administrative need for these records.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27229

3

TITLE: Student appeals hearings

DATES: 1992-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files, maintained by the vice principal, relate to students who are suspended from school and must go to a district level hearing for violation of school policy. The files may include suspension record, narratives regarding suspension, committee decisions, witness statements, student data, information about the student's attendance and grades, and police reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student discipline, GRS-1504.

AUTHORIZED: 03-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and issue resolved and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25456

3

TITLE: Student information report

DATES: 1977-2007.

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

DESCRIPTION:

These reports include student name and number, grade, address, phone number, date of birth, sex, ethnicity, school year and Social Security number.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

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 and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This retention is based on Jordan District's administrative need for these records.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.