

Retention and Classification Report

Agency: Salt Lake Community College (Utah). Student Services (1455)

4600 South Redwood Road
Salt Lake City, UT 84123
801-967-4296

Records Officer

06963 Student records

AGENCY: Salt Lake Community College (Utah). Student Services

SERIES: 6963

1

TITLE: Student records

DATES: 1986-

ARRANGEMENT: Alphabetical by surname, thereunder chronological
DESCRIPTION:

These are attendance and registration records. These contain students' names, school and class, entry and exit dates, grades, days of absence and forms completed for enrolled students registering for specific classes. These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain for 3 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 3 years and then destroy.

Microfilm master: Retain in Office for 3 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

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(continued)

PRIMARY DESIGNATION:

Private