

Retention and Classification Report

Agency: Nebo School District (Utah). Department of Finance (1532)

350 South Main
Spanish Fork, UT 84660
801-354-7412

Records Officer: _____

11859	*Administrative records
83966	*Class rolls
14449	Student cumulative record

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 11859

3

TITLE: Administrative records

DATES: 1953-1959.

ARRANGEMENT: none

DESCRIPTION:

Includes clerk's annual reports, budgets, insurance records, and janitorial contracts.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1953 through 1959. Retain in State Archives permanently with authority to weed.

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 83966

4

TITLE: Class rolls

DATES: [ca. 1897]-1984.

ARRANGEMENT: Chronological, thereunder alphabetical by school and teacher's name

TOTAL VOLUME: 1000.00 cubic feet.

DESCRIPTION:

These books are of various sizes but were maintained by elementary, intermediate, and high school teachers to record student attendance. They include school year, name of school, name of teacher, names of students, entry date, exit date, days attending school, days absent, and sometimes grades. In 1984, attendance records were automated.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: For records beginning in 1891 through 1940. Retain in Office for 10 years and then transfer to State Archives with authority to weed provided test.

Paper: For records beginning in 1940 through 1984. Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the administrative needs of the district. The Nebo School District was created in 1915. All roll books existing prior to the district's organization were for individual city school districts and will be retained for historical purposes. In 1989, the State Records Committee approved this retention allowing rolls created after 1915 to be destroyed after 3 years. Since it has been determined no transcripts exist for many students between 1915-1939, the roll for this period will also be retained permanently. They serve as the only record of school attendance.

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 83966

TITLE: Class rolls

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 14449

4

TITLE: Student cumulative record

DATES: ca. 1927-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 1000.00 cubic feet.

DESCRIPTION:

These student's official transcripts copies of achievement test scores, report cards and health records document student performance and are used for reference purposes. The transcript (series 84708) is the permanent part of the student record and includes student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district.

AGENCY: Nebo School District (Utah). Department of Finance

SERIES: 14449

TITLE: Student cumulative record

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)