

## Retention and Classification Report

**Agency:** Ogden School District (Utah). Office of Personnel and Staff Support Services  
(1543)  
2444 Adams Avenue  
Ogden, UT 84401  
801-737-7300

**Records Officer:** \_\_\_\_\_

84187    \*Personnel registration cards

**AGENCY:** Ogden School District (Utah). Office of Personnel and Staff Support Services

**SERIES:** 84187

3

**TITLE:** Personnel registration cards

**DATES:** 1936-1989.

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

These cards are completed annually by all district personnel. They were used originally to verify address and salary information and then for reference purposes. The classified employee cards include: name of employee, birth date, age, current address, zip code, phone number, marital status, name of spouse, position, school, salary, number of years employed by district, year left service, and reason. The certificated employee cards include: name, date of birth, age, local address, zip code, phone number, permanent home address, zip code, phone number, marital status, salary, name of spouse, assignment (school, grade, subject), teaching experience (in district, other districts, outside Utah, and administrative), years of experience (elementary, junior high, middle school, senior high); total years of experience; and date and reason when left service (added by district); married name, training (name of valid certificate held, year and name of university graduated, years attended, type of degree received, major and minor); last college credit received (residence, summer, extension, correspondence, in-service); work since degree (number of college credits and number of in-service credits), last year credit earned; and the type of degree earned.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1936 through 1969. Retain in Office for 30 years after termination of employee and then destroy.

Paper: For records beginning in 1969 through 1989. Retain in Office for 1 year and then destroy.

**AGENCY:** Ogden School District (Utah). Office of Personnel and Staff Support Services

**SERIES:** 84187

**TITLE:** Personnel registration cards

(continued)

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office. After careful analysis it was determined the cards have outlived their original purpose and should not be continued. It appears they have been completed by employees for tradition rather than an expressed need. The decision has been made to discontinue the card at the end of the 1988-89 school year. The cards for the period 1936-1969 are kept because they represent the only source of information on employees salaries.