

## Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Business Services. Data Processing (1594)

440 East 100 South  
Salt Lake City, UT 84111-1891  
801-322-1471

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

84638      Adult school transfer cards

**AGENCY:** Salt Lake City School District (Utah). Business Services. Data Processing

**SERIES:** 84638

4

**TITLE:** Adult school transfer cards

**DATES:** i 1968-

**ARRANGEMENT:** Alphabetical by student's surname

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are student history cards. They are used to transfer student records to adult education programs. They include: student's name, sex, race, birth date and place, parents' names and address, schools attended and dates, and information concerning health (i.e. immunization record, serious illness).

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Private