

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Horace Mann Junior High School (1599)

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Records Officer: _____

14068	*Horace Mann Junior High School student records
01865	*Permanent grade sheets

AGENCY: Salt Lake City School District (Utah). Horace Mann Junior High School

SERIES: 14068

3

TITLE: Horace Mann Junior High School student records

DATES: 1914-1925.

ARRANGEMENT: alphabetical by student surname

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City School District (Utah). Horace Mann Junior High School

SERIES: 1865 3

TITLE: Permanent grade sheets

DATES: 1953-1970.

ARRANGEMENT: Chronological by school year and semester, thereunder alphabetical by teacher name.

DESCRIPTION:

These records document student performance and educational history. They include test scores, grades, and any other progress or performance measures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of students who attended Horace Mann Junior High and as a representative example of evaluation practices in public junior high schools.

PRIMARY DESIGNATION:

Exempt This series is restricted by the federal Family Educational Rights and Privacy Act (FERPA), because it contains information about evaluation of individual students. This information can only be accessed by the subject of the record.