

## Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). West High School (1607)

241 North 300 West  
Salt Lake City, UT 84103  
801-578-8500

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

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**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84915

3

**TITLE:** Activities report files

**DATES:** 1948-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are files which describe the school's special activities such as dances, tournaments, awards banquets, homecoming activities, school plays, workshops, and the annual prom. These files have been used by other teachers and student committees as a planning tool. The file folders contain: receipts, programs, and the activity report which has a description of the activity, items purchased for the activity, amount of money spent, date and name of the event.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the principal. They consist primarily of receipts and a summary activity report and are only used for planning purposes.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84902

3

**TITLE:** Administrative subject files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are subject files used for reference purposes. They include both the principal's and his secretaries' files. The contain general correspondence, notes, memos, maps, charts, brochures and other information. The wide range of subjects include attendance policy, capital improvements, emergency procedure plan, field trips, Homecoming, immunizations, legislature, minority lists, smoking policies, Tongan students, and yearbook.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the principal.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84934

3

**TITLE:** Attendance cards

**DATES:** 1983-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are a printed card with a calendar. The student's days of absence are circled on the calendar located on the card. On the back of the card are written the dates that the child's parents called in to excuse the absences from school. The information contained on the card includes: the student's name, sex, grade, home address and telephone number, student number, birth date, and the parents' names.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office to create reports for the district.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84912

3

**TITLE:** Attendance office subject files

**DATES:** 1983-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These subject files are used for administrative and reference purposes within the attendance office. The files include: attendance information, school year calendar, discipline information, Lagoon Day field trip, and school sponsors.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the attendance office.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84903

3

**TITLE:** Career ladder files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by teachers' names

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office. A committee reviews the applications and determines whether a promotion is warranted. Each file contains: an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school. The district's personnel office use this data to compile reports on the "Career Ladder" Process at the Salt Lake City School District.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84959

3

**TITLE:** Class reunion programs

**DATES:** 1985; 1989-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are three programs for reunions from the classes of 1935, 1939, 1940, 1941, and 1942. The programs include lists of the members of the reunion committees, scheduled events, short histories of the classes, lists of class members and deceased members.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This retention is based on the historical value of the records to document the student body of West High School and represent the needs expressed by the school. Currently, West High School is attempting to create an alumni association and has set aside a room for that purpose. This room will house items of historical interest to be available for students and visiting alumni.



**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84966

3

**TITLE:** Counselor's student files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by name of student

**DESCRIPTION:**

These are student files maintained by the school's counselors. They are used to become better acquainted with students and to better track their progress during the course of the school year. Although the files may vary somewhat between students, the files usually contain a student course credit summary, Academic Achievement Record, correspondence, test results, academic reports, notes from discussions with students, a locator card, class changes, and notes on disciplinary actions taken on students.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s). This retention reflects an previously accepted practice to destroy the files at the end of each school year to provide space for incoming students. This also allows each student at the beginning of a new school year to come to the counselor with a clean slate. Disciplinary and other behavioral problems are documented in the student's cumulative file.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84696

3

**TITLE:** Daily absence reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a daily computer printout listing the students who were absent. This printout is used to help those within the attendance office to keep track of the students who were absent, particularly students with frequent absences. The printouts contain the date, the student's name and student number, home phone number, grade, sex, section number and description, and class periods that the student missed.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84941

3

**TITLE:** Discipline files

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are files kept by the attendance office on students who have had disciplinary problems. The files contain: reports, notes, correspondence, and memoranda. The files include: the student's name and home address; sex; grade; a disciplinary report (the report gives the reason for the disciplinary act taken against the student); notice of suspension; Juvenile Violation Report of the Salt Lake City Police Department; progress report on attendance and grades; contingency contract (an agreement between the student and West High School that the student would follow certain rules in order to stay in the school); and student conference reports.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school. This information is only important during the student's attendance at West High.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84905

3

**TITLE:** Employee's absence verification file

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are forms completed by individual employees and the secretary in the principal's office. They are used to verify that the employee was absent on a given date. The form includes: the employee's name, employee number, date absent from work, number of days that the employee was absent, type of absence (personal, illness, death in the family), and the name of the substitute if the employee was a teacher.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84928

3

**TITLE:** General ledgers

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These books are a summary of receipts and disbursements by account funds. They are maintained by the school treasurer. They include: the source of income, amounts of credit and disbursements, totals, and remaining balances.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This retention is based on the administrative needs expressed by the school and the audit requirements for these records.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84907

3

**TITLE:** Grade sheets

**DATES:** 1941-

**ARRANGEMENT:** Chronological, thereunder alphabetical by teachers' names

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The three-year retention period is based on the administrative needs of the Salt Lake City School District. District administrators have determined that any discrepancy would likely be identified within this three-year period. The grades are maintained permanently on the transcript record.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 17867

3

**TITLE:** High school graduates and withdrawn students cards

**DATES:** 1970-

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

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 17867

**TITLE:** High school graduates and withdrawn students cards

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84943

3

**TITLE:** Historian's books

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These books document the events of the year. They are compiled by the school's historian. There is a separate book for each school year. The books contain photographs; newspaper articles; programs for special programs and events; the school newspaper; and short written descriptions of special school activities.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of the records to document the activities of the student body of West High School and represent the needs expressed by the school. Currently, West High School is attempting to create an alumni association and has set aside a room for that purpose. This room will house items of historical interest to be available for students and visiting alumni.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 29966

3

**TITLE:** History of the West High School

**DATES:** 1890-1935

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These histories are compiled by the schools. They describe the school's beginnings and developments and include yearbooks and other publications of activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency written history, GRS-2529.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

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

M-Disc: 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 the development of the High School in its early decades.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84942

3

**TITLE:** Home excuse files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

This is a permission slip or "pass" that allows the student to leave school during school hours. This pass is usually given if the student is ill or has a doctor's appointment. The slip contains: the student's name, date, time to be excused, course or courses to be excused, name of school personnel issuing, parents' remarks and their signature.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84904

3

**TITLE:** Initial registration cards

**DATES:** 1984-

**ARRANGEMENT:** Chronological, thereunder by student's name

**DESCRIPTION:**

These cards are the initial forms used to register students into the high school classes. The card contains the student's name, student number, sex, birth date and birthplace, guardian's name, father's name, mother's name, home address, home telephone number, student's race, and the last school the student attended.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84913

3

**TITLE:** Invoices

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by names of vendors and other suppliers

**DESCRIPTION:**

These invoices are used to document items and services purchased by West High School. The files include invoices, copies of requisitions, notes and various items containing financial information.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This retention is based on the administrative and audit needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84908

3

**TITLE:** Locator cards

**DATES:** 1985-

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

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are cards used to locate students during regular school hours. The cards contain the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers, and teacher's name.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until the end of the school year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84906

3

**TITLE:** Official transcripts

**DATES:** 1923-

**ARRANGEMENT:** alphabetical by students' names

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These are the official student records. Each file contains important information concerning the student including: the student's name, student number, birth date and birthplace, sex, parents' names, home address, home telephone number, health and immunization record, schools previously attended, courses and grades, test scores, graduation date (for those who have graduated from high school), and, with a large number of the files, and photograph of the student.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These are the official transcripts for students attending West High School.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84906

**TITLE:** Official transcripts

(continued)



**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84911

3

**TITLE:** Purchase order and requisition files

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These files contain copies of purchase orders and requisitions. They are used by the school to obtain goods and/or services of requests from the school. They include the description of the item ordered, date, price, amount and person ordering.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This retention is based on the administrative and audit needs expressed by the office.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84929

3

**TITLE:** Receipt books

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are receipts issued by the treasurer's office for monies received into school accounts. The receipts include the date, place of the business transaction, for whom the money was received from, amount, and for what the money was received.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This retention is based on the administrative and audit concerns expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84962

3

**TITLE:** Red and Black (newspaper)

**DATES:** 1920-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is the school newspaper. It reports on school activities and students at West High School. Articles and photographs concern students, teachers and other school personnel, the school, and local, national, and international events of interest to its readers. This collection is not complete; numerous issues are missing. Because of budget constraints some gaps reflect its sporadic publication. Others show the loss of issues.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

The retention reflect the historical value of these newspapers to reflect the activities of the school. These newspapers are in very poor conditions and should be microfilmed as soon as possible.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84962

**TITLE:** Red and Black (newspaper)

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84909

3

**TITLE:** Roll books

**DATES:** 1979-

**ARRANGEMENT:** Chronological, thereunder alphabetical by teacher's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These roll books are used to keep track of the number of days in which a student is absent from class. The roll books include the name of the teacher, name of the school, course title, student's name, sex, grade, attendance record, and the total number of days absent.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84932

3

**TITLE:** Student class schedules

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are copies of individual student class schedules. They are used to direct the student to the assigned classes. The class schedule includes the student's name, student number, sex, age, grade, birth date, address, home phone, parent or guardian, locker number, description of the various courses, class times, and teachers' names.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84965

3

**TITLE:** Student withdrawal cards

**DATES:** 1988-

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

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are the counselor's copies of student withdrawal cards. They are used to withdraw students from the school to transfer to another school within or outside the district. The counselors use the cards for informational purposes. The completed cards include: the name of the student, grade, birth date, sex, address, telephone number, name of the guardian, immunization record, course titles and information, teachers' names, grades in the classes, and the reason for withdrawing from the school.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year or until end of school year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84574

3

**TITLE:** Telephone calling tapes

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These tapes provide a printed record of the telephone number of students who were absent on a given day. In appearance, the tapes resemble an adding machine tape. The computer automatically calls the parents' home to inform them that their child was absent from school. The tapes are used as a record that parents at the house had been contacted.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.



**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84914

3

**TITLE:** Treasurer's office subject files

**DATES:** 1980-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the subject files for the Treasurer's Office and are used for reference purposes. The files contain notes, correspondence, completed forms, brochures, and memoranda. The subjects include bulletin board, correspondence, insurance, payroll, reimbursements, and ticket tallies.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84967

3

**TITLE:** Vocational education files

**DATES:** 1985-

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

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are files maintained on each of the students in the high school who are involved with vocational education. The files are used to keep track of each student's post high school occupational and/or educational goals. The files include the Stanford Achievement Test Series; tentative career goals sheet; grades; Administrator Report (this rates the student's social skills, professional skills, and public morality); Utah State Office of Vocational Education Cooperative Training Agreement and Plan (a contract for work experience and training); a vocational student follow-up for graduates (to see if the program has been successful); an Occupational Aptitude Patterns and Scales test and report; a career decision-making worksheet; a Picture Interest Exploration Survey; the American College Testing Assessment High School Report; and a Career Clusters Report (a chart showing the categories of careers).

**RETENTION:**

Retain for 1 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after student has graduated from high school and then destroy.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84967

**TITLE:** Vocational education files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school. The file is only used during participation in the program. Classes and grades are transferred to the Official Transcripts.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84973

3

**TITLE:** Vocational teacher account files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are files for teachers involved in vocational education. They are used to document the expenditure of monies by teachers on projects and work related travel. The files include notes, memoranda, requisitions for supplies and teaching materials, copies of invoices, purchase orders, receipts, and travel reimbursement forms.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This retention is based on the administrative and audit needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84922

3

**TITLE:** West High School directories

**DATES:** 1954-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student's name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are telephone and address directories of the student body of West High School. A directory is produced each year by the school for the benefit of the students. The directories contain the name of the student, home address and telephone number.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on both the administrative needs and the historical value of the records to document the membership of West High School. Currently, West High School is attempting to create an alumni association and has set aside a room for that purpose. This room will house items of historical interest to be available for students and visiting alumni. This directories will become part of this collection.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84924

3

**TITLE:** West Winds (publication)

**DATES:** 1953-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is the annual literary magazine published by the high school. It contains students' poetry and short stories and is also illustrated with students' artwork.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 1 year or until administrative needs end and then destroy provided a set is transferred to State Archives.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of this publication to document the literary contributions made by the student's of West High School.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84931

3

**TITLE:** Withdrawal slips

**DATES:** 1983-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are student withdrawal slips that are used for a student to withdraw from the school when the student's family is moving outside the school's boundaries. The completed form includes: name of student, student number, grade, birth date, sex, entry date, withdrawal date, guardian's name, home address, home telephone number, school transferring to, and the course titles and grades.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the school.

**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84926

3

**TITLE:** Yearbooks

**DATES:** 1910-

**ARRANGEMENT:** Chronological by publication year.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities. These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 1 year and then transfer to State Archives.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the historical value of the records to document the student body and student activities at West High School. Currently, West High School is attempting to create an alumni association and has set aside a room for that purpose. This room will house items of historical interest to be available for students and visiting alumni. These yearbooks will become part of this collection. One set will be transferred to the State



**AGENCY:** Salt Lake City School District (Utah). West High School

**SERIES:** 84926

**TITLE:** Yearbooks

(continued)

Archives.

**PRIMARY DESIGNATION:**

Public