

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Paper: Retain in Office for 1 year or until updated or superseded and then destroy.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: 84945

3

TITLE: High school workbooks

DATES: 1905.

ARRANGEMENT: none

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These workbooks represent a sampling of the best work at West High School during the 1904-1905 school year. They contain maps, essays, shorthand and mathematical problems from high school students in the Salt Lake City School District. The books are separated by subject (Latin book, French book, biology book, etc.). They represent the only known collection at the school.

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 for 1 year and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This retention reflects the historical value of these workbooks to document education in the Salt Lake City School District at the beginning of its fifteenth year as a school district.

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: 84947

3

TITLE: Library accession books

DATES: 1924; 1928-1942; 1948-1954.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These books record the acquisition of new books into the West High School Library. The books contain the date the book was received into the library, accession number, author, title, publisher, year the book was published, whether the book was bought or donated, and the cost of the book.

RETENTION:

Permanent. Retain for 5 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 5 years and then transfer to State Archives.

APPRAISAL:

These books are obsolete and should be destroyed.

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: 84946

3

TITLE: Parent Teacher Association history books

DATES: 1960-1962; 1964-1965; 1967-1973.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These are history books and scrapbooks for the West High School Parent-Teacher Association (PTA). The books contain photographs, newspaper clippings, program brochures, charts, drawings, and correspondence.

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 these records to document the activities of the PTA and students at 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. These books are part of that collection.

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: 11856

3

TITLE: Salt Lake High School student attendance and evaluation books

DATES: 1891-1915.

ARRANGEMENT: Chronological thereunder by gender, thereunder alphabetical by student name.

DESCRIPTION:

Grade and attendance sheets for Salt Lake City Public High School. Chronological volumes separated into books for boys and books for girls. Give student's name, grades in various subjects, deportment, and attendance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

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

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

Paper: Retain in State Archives permanently after microfilming.

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

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

APPRAISAL:

These records have historical value(s).

These document students that attended the high school in a given year and are useful to historians, descendants, and genealogists.

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

SERIES: 11856

TITLE: Salt Lake High School student attendance and evaluation books

(continued)

PRIMARY DESIGNATION:

Public

Records in this series would have been regarded as private for 100 years, but are now old enough to be public. (Utah Code 63G-2-310)

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

SERIES: 84944

3

TITLE: Scrapbooks

DATES: 1945-1975.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are scrapbooks that were compiled by various school clubs (i.e. West Associated Girls Club) and organizations. These scrapbooks were replaced by the Historian's Book. The scrapbooks contain photographs, newspaper articles, program flyers, brochures, and other memorabilia.

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 student organizations 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 books will become part of this collection.

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: 84950

3

TITLE: Student Executive Board minutes

DATES: 1950-1951.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are minutes to daily meetings that were held by the Student Executive Board of West High School. The meetings concerned school activities and other school events. Some of the members of the Executive Board were the student body president, the vice-president, secretary, historian, the various class presidents, and the Red & Black editor. Although the board still exists, minutes appear not to have been maintained.

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 Executive Board 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 books will become part of this collection.

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

SERIES: 84930

3

TITLE: Student pictures

DATES: 1988-1989.

ARRANGEMENT: none

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are one inch photographs of the students that were taken by the school photographer. The photographs have the name of the student written on the back. The photographs were originally taken upon the request of the school's attendance office as part of a project to have a photograph file of all West High School students. The project, however, was never completed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1989

FORMAT MANAGEMENT:

Photographs: Retain in Office for 1 year or until administrative needs have been met 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: 14054

3

TITLE: Student records

DATES: 1915-1940.

ARRANGEMENT: Alphabetical by student name.

DESCRIPTION:

This series contains attendance, scholarship, and citizenship records for students who attended high school in the Salt Lake City School District. The records are labeled as Salt Lake High School registers, but appear to be specifically from West High School. The records include student names, birth dates , parents' names, home addresses, and information about schools attended prior to enrollment at West High.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: 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 enrolled at West High school, as well as the classes taught and evaluation procedures used by the school.

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

SERIES: 14054

TITLE: Student records

(continued)

PRIMARY DESIGNATION:

Private

This series contains private information about individuals under the age of 21, such as birth dates and educational evaluations that are considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Public.

Records in this series that are over 100 years are considered public. (Utah Code 63G-2-310)

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: 84948

3

TITLE: Student workshop reports

DATES: 1954; 1956-1958.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are records of workshops held jointly by student representatives and school faculty to discuss items of common interest. They contain minutes, notes and suggestions from these workshops. Some of the issues discussed were smoking on campus, class attendance, and the public display of affection.

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 interaction between students and school faculty and to reflect the attitudes of the 1950s. 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 books will become part of this collection.

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: 84910

3

TITLE: Transfer students school records

DATES: 1978-1985.

ARRANGEMENT: Alphabetical by student

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are student History Cards of students who have transferred into West High School from other parts of the city, state and country. The records are used to help the administration and the instructors to obtain a better idea of the academic progress of the new student as well as allowing them to have a better understanding of the emotional and social needs of the new student.

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 information can be transferred to history card 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: 84949

3

TITLE: West associated girls minute book

DATES: 1938-1951.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a minute book of a girls club known as the West Associated Girls (WAG). The minutes include the time and place of meetings, decisions made, officers and committee members, members of the club, and activities conducted by the club.

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 West Associated Girls and to reflect the attitudes of the 1950s. 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 books will become part of this collection.

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: 25128

3

TITLE: West Red and Black (publication)

DATES: 1924-1926, 1930.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is an annual literary magazine published by the student body of West High School. It contains students' poetry and short stories and is also illustrated with students' artwork.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends. and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records capture the poetry and artwork of past students and documents important school events.

PRIMARY DESIGNATION:

Public

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