

Retention and Classification Report

Agency: Ogden School District (Utah). Edison Elementary School (1802)

935 East 1050 North
Ogden, UT 84404

Records Officer: _____

05445 *Attendance rolls

AGENCY: Ogden School District (Utah). Edison Elementary School

SERIES: 5445

3

TITLE: Attendance rolls

DATES: 1962-1982.

ARRANGEMENT: Chronological, thereunder alphabetical by name of teacher

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher at Edison Elementary School. They are used to record student attendance. The rolls contain teacher's name, names of school, class and room number, names of students, sex, grade, entry code, exit code, days absent, and days present. In 1982, the Ogden City School District automated attendance rolls and discontinued the use of class rolls.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s). This disposition is based on the administrative needs expressed by the school district. These rolls are obsolete and should be destroyed.