

## 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.