

Retention and Classification Report

Agency: Davis County School District (Utah). South Davis Jr. High School (1836)

298 West 2600 South
Bountiful, UT 84010
801-402-6400

Records Officer: _____

06251 *Attendance rolls

AGENCY: Davis County School District (Utah). South Davis Jr. High School

SERIES: 6251

3

TITLE: Attendance rolls

DATES: 1967-1977.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 6.00 cubic feet.

DESCRIPTION:

These books are the attendance rolls maintained by each teacher at South Davis Junior High School. They are used to record student attendance. The rolls include period, name of teacher, course title, name of school, course code, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. In 1984, the Davis County School District automated attendance records and discontinued the use of attendance rolls.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

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. These records have no value after students have graduated and reports have been compiled.