

Retention and Classification Report

Agency: Canyons School District (Utah). Brighton High School (2267)

2220 East Bengal Blvd
Cottonwood Heights, UT 84121
801-826-5800

Records Officer: _____

| | |
|-------|-------------------------------|
| 28074 | Attendance reports |
| 27534 | *Brighton RUNES (publication) |
| 28073 | Grade roll books |
| 28075 | Office reports |
| 10022 | Official student transcripts |

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 28074

1

TITLE: Attendance reports

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 27534

3

TITLE: Brighton RUNES (publication)

DATES: 1982-1984.

ARRANGEMENT:

DESCRIPTION:

Issues of RUNES, the Literary/Art magazine published at Brighton High School, make up this series. Holdings: Volume 12 (May 1981), Volume 13 (May 1982), and Volume 14 (May 1983).

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:

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

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

APPRAISAL:

These records have historical value(s).
Publications have long-term evidentiary and research value.

PRIMARY DESIGNATION:

Public

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 28073

3

TITLE: Grade roll books

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

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. Grades are recorded in official transcripts.

RETENTION:

Permanent. Retain for 41 year(s)

DISPOSITION:

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 28073

TITLE: Grade roll books

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 28075

1

TITLE: Office reports

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 10022

3

TITLE: Official student transcripts

DATES: 1970-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

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 for 1 year after graduation and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Microfilm master: For records prior to and including 1988. Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 1980. Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Canyons School District (Utah). Brighton High School

SERIES: 10022

TITLE: Official student transcripts

(continued)

APPRAISAL:

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

These records have long-term historical value documenting student participation in school systems.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.