

## Retention and Classification Report

**Agency:** Box Elder County School District (Utah). Central Elementary School (2312)

, UT

**Records Officer:** \_\_\_\_\_

|       |                           |
|-------|---------------------------|
| 23053 | *Administrative records   |
| 23052 | *Student attendance rolls |

**AGENCY:** Box Elder County School District (Utah). Central Elementary School

**SERIES:** 23053

3

**TITLE:** Administrative records

**DATES:** 1934-1999.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contain directories, specifications and contract documents, memos, certificates, reports, newspaper clippings, school objectives, map of Brigham City, film of dance festival and new school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Motion picture film master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These administrative records document the activities of Brigham City school district and programs within the community.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Central Elementary School

**SERIES:** 23052

3

**TITLE:** Student attendance rolls

**DATES:** 1892-1966.

**ARRANGEMENT:** Chronological by school year.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1892 through 1940. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1940 through 1966. Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Student records provide permanent documentation of a persons education and may be necessary to prove citizenship, residency, etc.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99