

Retention and Classification Report

Agency: Ogden School District (Utah). Dee Elementary School (2500)

550-22nd Street
Ogden, UT 84401
801-737-8100

Records Officer: _____

11671	Daily attendance report
11670	Daily lunch, breakfast, and deposit reports
11679	Weekly roll sheets

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

SERIES: 11671

4

TITLE: Daily attendance report

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by student name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Daily computer reports of students absent or tardy, include date, identification number, student name, grade, telephone number, whether absent or tardy, and total days.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

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

SERIES: 11671

TITLE: Daily attendance report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. telephone number and social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

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

SERIES: 11670

4

TITLE: Daily lunch, breakfast, and deposit reports

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by student lunch number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Three separate computer reports of daily transactions of student meal deposits, run after breakfast, lunch, and whenever students make deposits, used to verify student account balances and to determine whether a student ate a meal on a particular date. School submits monthly report with deposits to the District Office. Include student name, lunch number, student balance, money deposited (on deposit reports) and number of daily meals served.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete provided information is transferred to diskette.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

APPRAISAL:

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

This disposition is based on the audit needs expressed by the school.

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

SERIES: 11670

TITLE: Daily lunch, breakfast, and deposit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

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

SERIES: 11679

4

TITLE: Weekly roll sheets

DATES: 1988-

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Weekly sheets are temporary rolls maintained by teachers indicating daily attendance and information entered into the computer. Include date, identification number, student's name, grade, telephone number, whether absent or tardy, teacher's name and course number.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school.

PRIMARY DESIGNATION:

Public

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

SERIES: 11679

TITLE: Weekly roll sheets

(continued)

SECONDARY DESIGNATION(S):

Private. telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.