

Retention and Classification Report

Agency: Murray City School District (Utah). Murray High School (2524)

5450 South State Street
Murray, UT 84107
801-264-7460

Records Officer: _____

30077	Commencement Exercises program
30092	Ledger
12674	Student cumulative records
30075	Yearbooks

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 30077

3

TITLE: Commencement Exercises program

DATES: 1929

ARRANGEMENT: None.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of a key annual activity conducted by the high school.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 30092

3

TITLE: Ledger

DATES: 1919-ca. 1923

ARRANGEMENT: Generally chronological by transaction date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as primary documentation of the financial operation of the high school and of activities conducted by the school.

PRIMARY DESIGNATION:

Public

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 12674

4

TITLE: Student cumulative records

DATES: 1940-

ARRANGEMENT: Chronological, thereunder alphabetical by student surname

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

Student's official transcripts (containing student's name, address, birthdate, parents' names, teacher's notes, graduation date, test scores, class ranking, grade point average, and social security number); copies of achievement test scores; copies of report cards; and health records of students attending Murray High School. The official transcripts (series 10075) is the permanent student record while other items are needed only while the student is enrolled.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after graduation and then destroy provided official transcript is on file at the school.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 12674

TITLE: Student cumulative records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Murray City School District (Utah). Murray High School

SERIES: 30075

3

TITLE: Yearbooks

DATES: 1917-

ARRANGEMENT: Chronological by publication year.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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:

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

APPRAISAL:

These records have historical value(s).

The records in this series has permanent historical value as documentation of students, staff, operations, and activities of the school. They have particular value as sources of genealogical and local history information.

PRIMARY DESIGNATION:

Public