

## 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
12675	*Teachers' attendance roll books
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:** 12675

4

**TITLE:** Teachers' attendance roll books

**DATES:** 1916-1993.

**ARRANGEMENT:** Chronological, thereunder alphabetical by teacher's name

**TOTAL VOLUME:** 10.00 cubic feet.

**DESCRIPTION:**

Annual attendance and class record books of each individual teacher. Information includes: school year, teacher's name, school name, students' names, assignment scores, days absent and grades.

**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.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the school. They are only needed for statistical reports and have no long term value.

**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