

Retention and Classification Report

Agency: Granite School District (Utah). Fox Hills Elementary School (2593)

3775 West 6020 South
taylorsville, UT 84129
385-646-4828

Records Officer: _____

14363 General subject files

AGENCY: Granite School District (Utah). Fox Hills Elementary School

SERIES: 14363

1

TITLE: General subject files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

RETENTION:

Retain for 2 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 2 years or until no longer needed for reference and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Protected. UCA 63G-2-305(8); 63G-2-305(9); 63G-2-305(10)