

Retention and Classification Report

Agency: Granite School District (Utah). Garfield Elementary School (2963)

, UT

Records Officer: _____

22673 *Student attendance rolls

AGENCY: Granite School District (Utah). Garfield Elementary School

SERIES: 22673

3

TITLE: Student attendance rolls

DATES: 1913-1956.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 11.00 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher. These records document the students of Garfield Elementary located in the mining community of Garfield, west of Magna. The school opened its doors in 1907, moved into a new building in 1914, and closed its doors in 1956. The rolls are used to record student attendance. These rolls include year, teacher's name, students' names, home addresses, birthdates, parents' names, attendance, and grades.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary historical value. Garfield Elementary was closed in 1956 and its records document not only education in western Salt Lake County but the area's diverse population.

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(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99