

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Lowell Elementary School (3223)

(obsolete agency)

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Records Officer: _____

25181	*Building construction photographs
25183	*Centennial celebration books
29458	*Dedicatory prayer plaque
29972	School Registers
25493	*School proclamation
25180	*Student photographs
25184	*Yearbooks

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25181

3

TITLE: Building construction photographs

DATES: 1996-1997.

ARRANGEMENT: None

DESCRIPTION:

This small photographic album contains colored photographs of new construction started of the Lowell Elementary School started in 1996. The photographs show the demolition of part of the school; the construction; exterior and interior views; specific rooms including the kindergarten, library and "new rooms;" and the finished school. Some of the photographs are dated.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2004

FORMAT MANAGEMENT:

Phonograph records: Retain in Office until school's closure and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the record's secondary historical value of documenting Lowell Elementary School's changes.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25183

3

TITLE: Centennial celebration books

DATES: 1991-1992.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This series consists of three binders documenting Lowell Elementary School's centennial celebration. The binders are not numbered but each binder is labeled "A Year of Celebration 1991-1992." One is also labeled "centennial activities" and recognizes special school activities including: Back to School Night (September 19, 1992), Lowell History Day (October 4, 1991), Grandparents Day (October 25, 1991), Halloween, Fashion Show (February 21, 1992), March/April Avenues walking tours, and the Centennial Dance Festival. Another binder is labeled Halloween and the third volume is labeled pictures. All binders largely include unidentified photographs of school activities and student faces. The centennial activities binder also includes a telephone number list of centennial volunteers, newspaper clippings, dance scripts, play scripts, school songs, project descriptions and handouts, and publicity flyers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2004

FORMAT MANAGEMENT:

Paper: Retain in Office until school closed and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition is based on the records secondary value of documenting Lowell Elementary School's centennial celebration.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25183

TITLE: Centennial celebration books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 29458

3

TITLE: Dedicatory prayer plaque

DATES: s 1967.

ARRANGEMENT: None.

DESCRIPTION:

This series contains a the dedicatory prayer for the school building mounted on a wooden plaque.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of dedication practices and of the place of religion in public schools in the mid-twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25493

1

TITLE: School proclamation

DATES: 1965-1993.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

This proclamation represents an important event in Lowell Elementary School's history. It was hung in the entrance of the school until closure in May 2003. The proclamation is the Centennial Proclamation signed by Salt Lake City Mayor Palmer DePaulis (October 14, 1991) declaring 1991-92 as Lowell's Centennial Year.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until school's closure and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

This disposition is based on the records secondary value in documenting the history of Lowell Elementary School.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 29972

3

TITLE: School Registers

DATES: 1908-1933

ARRANGEMENT: Roughly chronological by school year, thereunder by teacher and grade in no regular order.

DESCRIPTION:

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance. (GRS-1499)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the students, coursework, and operations of the Lowell School in the early 20th century. They have high genealogical value because of the information they contain about individuals.

PRIMARY DESIGNATION:

Private Records in this series contain private information, such as birth dates and academic evaluations, about individuals under the age of 21. This information is considered private for 100 years. (Utah Code 63G-2-310)

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 29972

TITLE: School Registers

(continued)

SECONDARY DESIGNATION(S):

Public.

Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25180

1

TITLE: Student photographs

DATES: 1974-2003.

ARRANGEMENT: Chronological, thereunder numerical by grade

DESCRIPTION:

This series consists of photograph albums containing the class pictures of students attending Lowell Elementary School. They include the school year, school name, grade, teacher, and photographs of school classes and individual teachers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until school closes and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25184

3

TITLE: Yearbooks

DATES: 1971-1997.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series consists of school yearbooks. They are compiled by the the school. These yearbooks primarily represent the six grade classes (1987-1988, 1994-1997) including teacher's name, student photographs, names, student's descriptions including goals and dreams, and current likes and dislikes. The yearbooks also include a third grade yearbook for the 1990-1992 school year and a 1971-1972 yearbook for the entire school.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

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 Office until school closes and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Yearbooks document the history of the school and are valuable to researchers.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25184

TITLE: Yearbooks

(continued)

PRIMARY DESIGNATION:

Public