

## Retention and Classification Report

**Agency:** Itineris Early College High School (Utah) (3435)

8714 Roy Del Circle  
West Jordan, UT 84088  
385-800-2140

**Records Officer:** \_\_\_\_\_

29714      Yearbooks

**AGENCY:** Itineris Early College High School (Utah)

**SERIES:** 29714

3

**TITLE:** Yearbooks

**DATES:** 2004-

**ARRANGEMENT:** Chronological by school year.

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The books in this series have permanent historical value as documentation of students, faculty, and school activities for a charter school.

**AGENCY:** Itineris Early College High School (Utah)

**SERIES:** 29714

**TITLE:** Yearbooks

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2018.