

Retention and Classification Report

Agency: Granite School District (Utah). Woodrow Wilson Elementary School (3539)

2567 S Main Street
Salt Lake City, UT 84115
385-646-5102

Records Officer: _____

26271	*Woodrow Wilson elementary school attendance cards
26269	Woodrow Wilson elementary school attendance roll and grade b
26272	*Woodrow Wilson elementary school student and faculty photogr
26270	*Woodrow Wilson elementary school student cumulative cards

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26271 3

TITLE: Woodrow Wilson elementary school attendance cards

DATES: 1990-2005.

ARRANGEMENT: Chronological by academic year, numerical by grade, alphabetical by teacher name, alphabetical by student name.

TOTAL VOLUME: 9.00 cubic feet.

DESCRIPTION:

These registers record student attendance and academic and citizenship grades.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1960 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY DESIGNATION:

Private

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26269

3

TITLE: Woodrow Wilson elementary school attendance roll and grade books

DATES: 1925-

ARRANGEMENT: chronological

DESCRIPTION:

These registers record student attendance and academic and citizenship grades.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1925 and continuing to the present. Retain in Archives permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY DESIGNATION:

Private

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26272

1

TITLE: Woodrow Wilson elementary school student and faculty photograph albums

DATES: 1975-1983.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: For records beginning in 1976 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Photographs provide rich historical information.

PRIMARY DESIGNATION:

Public

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26270

3

TITLE: Woodrow Wilson elementary school student cumulative cards

DATES: 1930-1979.

ARRANGEMENT: alphabetical

DESCRIPTION:

These cards are maintained in the school's office on all enrolled students. They are used to document a student's school participation. Personal information includes the name of the student and parents/guardians, address, and telephone number. Recorded information includes test scores, health evaluation, IQ score, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: For records beginning in 1930 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY DESIGNATION:

Private