

Retention and Classification Report

Agency: Granite School District (Utah). Madison Elementary School (3540)

2465 South State St.
South Salt Lake, UT 84115

Records Officer: _____

26273	*Madison school attendance roll and grade books
26274	*Madison school student cards

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

SERIES: 26273

3

TITLE: Madison school attendance roll and grade books

DATES: 1913-1986.

ARRANGEMENT: Chronological.

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 1913 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). Madison Elementary School

SERIES: 26274

3

TITLE: Madison school student cards

DATES: 1930-1977.

ARRANGEMENT: Chronological by time period, thereunder alphabetical by surname.

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).

These records have historical value as a representative sample of public school records for the time period, documenting the tracking and evaluation of students.

PRIMARY DESIGNATION:

Exempt	Access to these records is restricted under the federal Family Educational Rights and Privacy Act (FERPA).
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SECONDARY DESIGNATION(S):

Private.	These records contain private information about minors, including educational evaluations, birth dates, and Social Security numbers.
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