

Retention and Classification Report

Agency: Canyons School District (Utah). Silver Mesa Elementary School (3599)

8920 S 1700 E
Sandy, UT 84093
801-826-9400

Records Officer: _____

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|-------|--------------------|
| 28031 | Attendance reports |
| 28030 | Grade roll books |
| 28032 | Office reports |

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28031

1

TITLE: Attendance reports

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28030

3

TITLE: Grade roll books

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Silver Mesa Elementary School

SERIES: 28032

1

TITLE: Office reports

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR 99