

# Retention and Classification Report

**Agency:** Canyons School District (Utah). Willow Canyon Elementary School (3602)

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Sandy, UT 84092  
801-826-9625

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

28040	Attendance reports
28039	Grade roll books
28041	Office reports

**AGENCY:** Canyons School District (Utah). Willow Canyon Elementary School

**SERIES:** 28040

1

**TITLE:** Attendance reports

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's responsibility to enforce compulsory education for school-age minors by monitoring student truancy (Utah Code 53A-11-101 and 101.5). Records document student attendance, tardiness, and absences for each teacher, and may contain class and student information.

**RETENTION:**

Retain for 4 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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30 and 31(2015); Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2015.

**AGENCY:** Canyons School District (Utah). Willow Canyon Elementary School

**SERIES:** 28039

3

**TITLE:** Grade roll books

**DATES:** 1974-

**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:**

Permanent. Retain for 41 year(s)

**DISPOSITION:**

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Willow Canyon Elementary School

**SERIES:** 28039

**TITLE:** Grade roll books

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Willow Canyon Elementary School

**SERIES:** 28041

1

**TITLE:** Office reports

**DATES:** 1974-

**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). These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99