

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Washington Elementary School (4419)

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Records Officer: _____

29771	*Awards and plaques
29769	*Miscellaneous albums
29767	*Parent Teacher Association administrative records
29766	Parent Teacher Association scrapbooks
29768	Photographs
29765	Principal's Albums
29772	*School histories
84779	*Washington Elementary School Parent Teacher's Association di

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29771

3

TITLE: Awards and plaques

DATES: 1993-2003.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Artifacts: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as physical documentation of activities at the school.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29769

3

TITLE: Miscellaneous albums

DATES: 1971-2005.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29767

3

TITLE: Parent Teacher Association administrative records

DATES: 1963-2004.

ARRANGEMENT: Chronological

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29766

3

TITLE: Parent Teacher Association scrapbooks

DATES: 1936-1937; 1953-1979

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2021.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29768

3

TITLE: Photographs

DATES: ca. 1970-2005

ARRANGEMENT: Generally chronological.

DESCRIPTION:

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Photographs, GRS-2234.

AUTHORIZED: 10-01-2000

FORMAT MANAGEMENT:

Photographs: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2021.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29765

3

TITLE: Principal's Albums

DATES: 1969-2009

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Photographs: Retain in State Archives permanently with authority to weed.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2021.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 29772

3

TITLE: School histories

DATES: 1972-2007.

ARRANGEMENT: Generally chronological by creation date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency written history, GRS-2529.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Salt Lake City School District (Utah). Washington Elementary School

SERIES: 84779

3

TITLE: Washington Elementary School Parent Teacher's Association directory

DATES: i 1973-1974.

ARRANGEMENT: None

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a membership directory of the Washington Elementary School Parent Teacher's Association (PTA). It contains the Washington PTA's objectives, names of members, and their addresses and telephone numbers. The directory also lists the names and positions of school faculty, staff, and aides.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This directory is obsolete. It has been determined that any historical value is very minimal, therefore it should be destroyed.