

Retention and Classification Report

Agency: Jordan School District (Utah). West Jordan Middle School (4421)

West Jordan Middle School
7550 S. Redwood Road
West Jordan, UT 84084
801-412-2100

Records Officer: _____

29808	Attendance and grading records
29815	Photographs and film footage
29812	Pottery project records
29807	School directories

AGENCY: Jordan School District (Utah). West Jordan Middle School

SERIES: 29808

1

TITLE: Attendance and grading records

DATES: 1926-1973

ARRANGEMENT: Chronological by school year, thereunder

DESCRIPTION:

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Private

Records in this series contain personal information about minors under the age of 21, such as birth dates and academic evaluations. This information is considered to be private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Exempt.

Records from this series starting in 1970 are restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA).

AGENCY: Jordan School District (Utah). West Jordan Middle School

SERIES: 29815

3

TITLE: Photographs and film footage

DATES: 1958-2017

ARRANGEMENT: Chronological.

DESCRIPTION:

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:

AGENCY: Jordan School District (Utah). West Jordan Middle School

SERIES: 29812

1

TITLE: Pottery project records

DATES: 1971-1972

ARRANGEMENT: By format, thereunder chronological.

DESCRIPTION:

This series contains photographs and other records documenting the ceramics program at the school.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Jordan School District (Utah). West Jordan Middle School

SERIES: 29807

1

TITLE: School directories

DATES: 1991-1993

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT: