

## 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:** \_\_\_\_\_

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

**SERIES:** 29809

3

**TITLE:** Accreditation book

**DATES:** 1989.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are studies and reports prepared and produced as a result of an internal or external performance audit of an entity.

Performance audit records summarize an entity's programs, operations, and productivity.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

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

**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:** 29811

3

**TITLE:** Historical items

**DATES:** ca. 1950-2017.

**ARRANGEMENT:** None.

**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:**

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

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

**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:**

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:** 29810

3

**TITLE:** Student handbooks

**DATES:** 1966, 1968.

**ARRANGEMENT:** Chronological by 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:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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



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

**SERIES:** 29813

1

**TITLE:** Student projects

**DATES:** 1976, 2001, 2013-2015.

**ARRANGEMENT:** Chronological by creation date.

**DESCRIPTION:**

This series contains projects created by students.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**