Retention and Classification Report

Agency: Provo City School District (Utah). Timpanogos Elementary School (4489)

449 North 500 West
Provo, UT 84601
801-374-4955

Records Officer: _____

27657	*Class photos
27656	*History book
30144	Miscellaneous records
27658	*P.T.A. scrapbook
30136	*Rank listing of pupils
27644	*Registers
30134	Student promotion and school year record

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 27657 3
TITLE: Class photos
DATES: 1956-1965.
ARRANGEMENT: Chronological by school year, thereunder numerical by grade.
DESCRIPTION:

This series contains yearly sets of class photos apparently provided to the school by the photographer. The photos are composites made up of images of each individual student, along with a photo of the principal, the class teacher, and sometimes the school building. Some of the photos have no information identifying the students, but the photos from 1964-65 are accompanied by sheets giving the names of students.

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:

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historic value as documentation of the students and faculty of the Timpanogos School and as a representative example of school class photos in the mid-twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 27656 3
TITLE: History book
DATES: 1954-1967.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a year-by-year history of the Timpanogos School located on 5th West between 4th and 5th North. It contains such information as lists of students, names of faculty and staff with photos, listings of receipts and disbursements, and an annual log of events and activities at the school. Some school-related newspaper clippings are pasted in the book and one photo of the school orchestra is included.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historic value as documentation of the operation and activity of a public elementary school in the mid-twentieth century.

PRIMARY DESIGNATION:

Public

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 30144 3
TITLE: Miscellaneous records
DATES: ca. 1910-1979
ARRANGEMENT: Roughly 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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of various school functions and activities.

PRIMARY DESIGNATION:

Public

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 27658 3
TITLE: P.T.A. scrapbook
DATES: 1951-1960.
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains a single scrapbook compiled by the Parent Teacher Association of the Timpanogos School in the 1950's. It contains a variety of materials including documents relating to P.T.A .business, school staff contact lists, announcements and programs for school activities, and newspaper clipping about the school and the P.T.A.

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 Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historic value as documentation of school activities and the role of the Parent-Teacher Association in public schools in the mid-twentieth century.

RETENTION JUSTIFICATION:

PRIMARY DESIGNATION:

Public

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 30136 3
TITLE: Rank listing of pupils
DATES: 1967-1981.
ARRANGEMENT: Chronological by school year, thereunder numerical by grade.
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.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of student evaluation practices in the public schools in the mid-twentieth century.

PRIMARY DESIGNATION:

Private — Evaluation information about minors under the age of 21 is considered private for 100 years in accordance with Utah Code 63G-2-310.

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 27644 3
TITLE: Registers
DATES: 1892-1936.
ARRANGEMENT: Chronological by school year, thereunder numerical by grade.
DESCRIPTION:

This series contains official student registers from the Timpanogos School. All the registers are in a standardized booklet format, presumably published by the Territorial and later the State Office of Public Instruction. The earliest registers date from the 1892-1893 school year, which is the year the school opened. The registers typically record such information as student names, ages, parent names, place of residence, daily attendance, and some scholastic evaluations. The earlier registers also note whether students can read and write and whether their parents are Mormon or not. The registers are generally arranged by school year, teacher, and grade. Some registers also include lists of visitors, school-year schedules, and various school statistics. All the records in this series date from the time period when the Timpanogos School was housed in its original building located on the northwest corner of 5th West and 4th North, prior to the construction of a new school building just to the north in 1939.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has historic value as representative documentation of the operation of a public school in the late 19th and early 20th centuries.

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 27644
TITLE: Registers

(continued)

PRIMARY DESIGNATION:

Exempt	Access to individual student educational information in these records is restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA)

SECONDARY DESIGNATION(S):

Private.	This series contains private information about minors, including educational evaluations

AGENCY: Provo City School District (Utah). Timpanogos Elementary School

SERIES: 30134 3
TITLE: Student promotion and school year record
DATES: 1910-1926
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:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of students and faculty at the school, along with historical information about events, activities, and operation of the school.

PRIMARY DESIGNATION:

Public