Retention and Classification Report

Agency: Granite School District (Utah) (436)

2500 South State Street
Salt Lake City, UT 84115
385-646-5000

Records Officer: _____

29507	Budget and finance
29116	Cyprus High School official transcripts
30160	District histories
29117	Granger High School official transcripts
29120	Granite Connection High School official transcripts
29121	Hunter High School official transcripts
29122	Kearns High School official transcripts
30553	Meadow Moor Elementary School staff and class photographs
29123	Olympus High School official transcripts
12505	Personnel files
29534	Policy and procedure
25274	Publications
06377	Rosecrest attendance records
29463	School board minutes
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22730	Skyline High School official transcripts
17419	Special education student records
01292	Student cumulative files
14442	Student transcript
29124	Taylorsville High School official transcripts
30086	Woodstock School newspaper

AGENCY: Granite School District (Utah)

SERIES: 29507 1
TITLE: Budget and finance
DATES: 2017-
ARRANGEMENT: chronological
DESCRIPTION:

The tentative budget is prepared by the superintendent and filed with the school board prior to June 1. "Prior to June 22 of each year, each local school board shall adopt a budget and make appropriations for the next fiscal year" (Utah Code 53A-19-102 (1995). According to Utah Code 53A-19-101(1995), "the budget and its supporting documents are required to include: the revenues and expenditures of the current fiscal year, estimate of revenues for the succeeding fiscal based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value as the basis for this calculation; and a detailed estimate of the essential expenditures for the purposes for the succeeding fiscal year." The school board is required to file a copy of the adopted budget with the state auditor and the State Board of Education.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Granite School District (Utah)

SERIES: 29116 3
TITLE: Cyprus High School official transcripts
DATES: 1918-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 30160 3
TITLE: District histories
DATES: 1904-
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.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The book in this series has permanent historical value as a comprehensive summary source on the history of the district.

PRIMARY DESIGNATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 29117 3
TITLE: Granger High School official transcripts
DATES: 1958-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 29120 3
TITLE: Granite Connection High School official transcripts
DATES: 2013-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 29121 3
TITLE: Hunter High School official transcripts
DATES: 1990-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 29122 3
TITLE: Kearns High School official transcripts
DATES: 1966-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

AGENCY: Granite School District (Utah)

SERIES: 29122
TITLE: Kearns High School official transcripts

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 30553 3
TITLE: Meadow Moor Elementary School staff and class photographs
DATES: 1965-1966
ARRANGEMENT: 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.

APPRAISAL:

These records have historical value(s).

The photographs in this series provide visual documentation of the staff and students at the school.

PRIMARY DESIGNATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 29123 3
TITLE: Olympus High School official transcripts
DATES: 1953-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 12505 3
TITLE: Personnel files
DATES: undated
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

These are the personnel files for all certified and classified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office until terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records contain the complete work history of an individual while employed by the district and have legal value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

AGENCY: Granite School District (Utah)

SERIES: 12505
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Granite School District (Utah)

SERIES: 29534 1
TITLE: Policy and procedure
DATES: 2017-
ARRANGEMENT: none
DESCRIPTION:

These files contain records related to the issuance of policies and procedures and document their formulation. Includes narrative or statistical reports and studies regarding district or office operations, and related correspondence.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

AGENCY: Granite School District (Utah)

SERIES: 25274 3
TITLE: Publications
DATES: 1914-
ARRANGEMENT: Alphabetical by type of publication, thereunder chronological by year.
DESCRIPTION:

These are pamphlets, leaflets, studies, instruction manuals, proposals and similar material printed by or for the Granite School district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Types of publications include classroom instruction/curricula and then miscellaneous.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Granite School District (Utah)

SERIES: 25274
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 6377 3
TITLE: Rosecrest attendance records
DATES: undated
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Granite School District (Utah)

SERIES: 29463 3
TITLE: School board minutes
DATES: 2013-
ARRANGEMENT: none
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:

Retain permanently

DISPOSITION:

May Transfer to Archives.

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:

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

AGENCY: Granite School District (Utah)

SERIES: 23774 3
TITLE: School building plans and specifications
DATES: ca. 1915-
ARRANGEMENT: Roughly alphabetical by school name, thereunder chronological by plan dates.
DESCRIPTION:

These are the final plans and specifications for approved and constructed district buildings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until disposition of asset and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has historic and value as documentation of school buildings constructed and operated by the Granite School District.

PRIMARY DESIGNATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 22730 1
TITLE: Skyline High School official transcripts
DATES: 1969-
ARRANGEMENT: Chronological, thereunder alphabetical by student's surname
DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain student's name, address, birthdate, names of parents/guardians , lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

AGENCY: Granite School District (Utah)

SERIES: 22730
TITLE: Skyline High School official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)

AGENCY: Granite School District (Utah)

SERIES: 17419 4
TITLE: Special education student records
DATES: 1946-
ARRANGEMENT: Alphabetical by surname, thereunder chronological by date of birth.
ANNUAL ACCUMULATION: 141.80 cubic feet.
DESCRIPTION:

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approvals for continued services, completed tests and surveys, information on parents or guardians, and approval of placement in the Special Education Program.

RETENTION:

Retain for 22 year(s) after separation or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after student no longer receives special ed. services and then transfer to State Records Center. Retain in State Records Center for 17 years or until student reaches age of 27 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district and the recommendations of the State Office of Education. It also meets the legal requirements specified in 34 CFR 300.562 (1992).

AGENCY: Granite School District (Utah)

SERIES: 17419
TITLE: Special education student records

(continued)

PRIMARY DESIGNATION:

Exempt	34 CFR 300.562

AGENCY: Granite School District (Utah)

SERIES: 1292 3
TITLE: Student cumulative files
DATES: 1910-
ARRANGEMENT: Chronological, thereunder by student's name.
DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards.

RETENTION:

Permanent. Retain until administrative need ends

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 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Granite School District (Utah)

SERIES: 14442 4
TITLE: Student transcript
DATES: ca. 1907-
ARRANGEMENT: Chronological, thereunder alphabetical by student surname
ANNUAL ACCUMULATION: 60.00 cubic feet.
DESCRIPTION:

Official record of school attendance and high school graduation used to document graduation and to verify class attendance. Includes student name, address, birthdate, parents' names, high school classes and grades, graduation date, test scores, grade point average, and social security number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on administrative and historical needs expressed by the district office.

AGENCY: Granite School District (Utah)

SERIES: 14442
TITLE: Student transcript

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)

AGENCY: Granite School District (Utah)

SERIES: 29124 3
TITLE: Taylorsville High School official transcripts
DATES: 1981-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
DESCRIPTION:

These transcripts document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts.

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 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

AGENCY: Granite School District (Utah)

SERIES: 30086 3
TITLE: Woodstock School newspaper
DATES: 1926
ARRANGEMENT: Chronological by publication date.
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.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as representative documentation of school publications of the period and of school activities. The records also include the names of individuals and thus have value for genealogical research.

PRIMARY DESIGNATION:

Public