

## Retention and Classification Report

**Agency:** Canyons School District (Utah). Silver Mesa Elementary School (3599)

8920 S 1700 E  
Sandy, UT 84093  
801-826-9400

**Records Officer:** \_\_\_\_\_

28031	Attendance reports
28030	Grade roll books
28032	Office reports

**AGENCY:** Canyons School District (Utah). Silver Mesa Elementary School

**SERIES:** 28031

1

**TITLE:** Attendance reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Silver Mesa Elementary School

**SERIES:** 28030

3

**TITLE:** Grade roll books

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Silver Mesa Elementary School

**SERIES:** 28032

1

**TITLE:** Office reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99