

# Retention and Classification Report

**Agency:** Salt Lake City School District (Utah) (1089)  
440 East 100 South  
Salt Lake City, UT 84111-1891  
328-7341

**Records Officer:** Britta Barney

01818 \*Administrative records  
04074 Administrative records  
25141 Annual report to the community  
84682 Annual reports  
84705 Annual statistical report  
84680 Board minutes  
84703 Board motions card file  
84786 \*Board policies and procedures manual  
26102 \*Census reports  
24987 Circular of public schools  
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03523 Committee minutes  
11572 Correspondence  
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11777 \*Elementary school registers  
25129 \*Improvement of ethical conduct in the public schools of Salt  
84571 Insurance files  
25126 \*Junior high school yearbooks  
25182 \*Longfellow elementary school student photographs  
25492 \*Lowell School fire loss engineering analysis  
84789 \*Master Plan Committee for Transitional Services records  
23510 Newsletters  
14030 Payroll records  
84444 Personnel directories  
84783 \*Petitions for superintendent's resignation  
26124 \*Photographs  
03898 Property assessment book  
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81806 Records  
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14054 \*Salt Lake School District student records  
23036 \*School Children's Constitution and Flag Monument scrapboo  
84769 School board agenda  
25426 \*School board committee reports  
25150 School broadcasting (newspaper)  
03381 School election proceedings transcripts  
11864 \*School organization reports  
25144 Staff newsletter  
81801 \*Student cards  
85034 \*Teachers' absences book  
25139 Teachers' examination and certification records  
23509 \*Time capsule

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 1818

3

**TITLE:** Administrative records

**DATES:** 1914; 1934-1985.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Includes photos from 1930s-1940s; reports ca. 1914. Also includes photos of the Salt Lake City School District office fire, November 30, 1966.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical  
Photographs document the history of Salt Lake City School District.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 1818

**TITLE:** Administrative records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 4074

3

**TITLE:** Administrative records

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25141

3

**TITLE:** Annual report to the community

**DATES:** 1987-

**ARRANGEMENT:** Chronological by year published

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84682

4

**TITLE:** Annual reports

**DATES:** 1897-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives 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:**

Fiscal Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

This annual report is a very important public document. It is used for reference purposes in the years following its publication. For this reason, a minimum retention period of ten years in the office has been assigned to this record series.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84682

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84705

4

**TITLE:** Annual statistical report

**DATES:** i 1974-1986; 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a copy of an annual report required to be submitted to the State Office of Education. It contains an accounting of enrollment of all students attending federal and state adult basic education and adult high school completion programs. All figures are certified. It includes the number of participants by sex; age range and grade level; race; selected ethnic groups and also sex by functional grade levels. It contains an accounting of the number of participants leaving the program and their associated reasons. The report also gives detailed information concerning authorized course titles and total number of awarded credits by program categories and by authorized course title. The report includes a profile of participants containing enrollment figures for number of daytime and evening classes by type, placement, and type of job performed by amount of training. New courses, services and activities initiated from public involvement and continuing courses, services and activities of the school district are also discussed in this report. The State Board of Education is required to supervise all adult education in the state of Utah [Utah Code Annotated (UCA) 53A-15-401 (1990)]. The local board "shall submit reports required by the State Board of Education for the administration of adult education" [UCA 53A-15-405(4) (1990)].

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84705

**TITLE:** Annual statistical report

(continued)

**APPRAISAL:**

Administrative Legal

This retention is based on the administrative needs expressed by the office. No specific state statute nor federal guidelines were identified which indicate a retention period. A five year period is the most common federal requirement for education records. The State Office of Education receives the S-3 report from all 40 school districts and then creates an annual report from the data.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84680

4

**TITLE:** Board minutes

**DATES:** i 1890-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are the proceedings of regular or special meetings of the Salt Lake City School District Board of Education. The minutes include the date, time and place of each meeting, as well as members present and absent, the agenda, and a written account of the proceedings. The minutes also include background material associated with meeting agenda topics, and other exhibits for board discussions.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1910 and continuing to the present. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper copy: Retain in Office for 1 year and then destroy.

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

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84680

**TITLE:** Board minutes

(continued)

**APPRAISAL:**

Administrative Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation. This retention is based on the administrative needs expressed by the district and the historical value of these minutes to document the actions of the Salt Lake City School Board.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (31)

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84703

4

**TITLE:** Board motions card file

**DATES:** i 1966-

**ARRANGEMENT:** alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This card file documents actions taken by the Salt Lake City School District Board of Education and serves as an index to the board minutes. The information is recorded and filed in the Business Services office where it is used as a reference when conducting district business. The cards include actions on a wide range of subjects and issues.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until file has been automated and then transfer to State Archives.

**APPRAISAL:**

Administrative Historical

This retention is based on the administrative needs expressed by the district's business coordinator and the historical value of these records. Since this file serves as an index to the minutes it should be transferred to the State Archives for preservation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84786

4

**TITLE:** Board policies and procedures manual

**DATES:** s 1975.

**ARRANGEMENT:** Alphabetical by subject

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This is the policies and procedures manual adopted by the Salt Lake City School Board. It was created to aid board members and other participants in board meetings to understand the policies and procedures of conducting business during the meetings and to understand the general operations of the school district.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then transfer to State Archives.

**APPRAISAL:**

Administrative Historical

This disposition is based on the administrative needs expressed by the office and the historical value of this manual to document the actions of the district's school board.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 26102

3

**TITLE:** Census reports

**DATES:** 1957-1973.

**ARRANGEMENT:** Chronological by date beginning with most recent.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

The Salt Lake City School District took an annual census of students in the various schools in the district. These censuses include the number of students enrolled in each school. Some years are broken down by gender, race, or other criteria. Data also include information about handicapped children, pre-schoolers, and children not enrolled.

**RETENTION:**

Retain archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Demographic information about Salt Lake City School District is valuable historical information.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 26102

**TITLE:** Census reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 24987

3

**TITLE:** Circular of public schools

**DATES:** 1890-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records provide resources for social history by describing school curriculum for a time period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 26101

3

**TITLE:** Civil defense information

**DATES:** 1962-1978.

**ARRANGEMENT:** Alphabetical by publishing agency and thereunder chronological by date of publication.

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

The Salt Lake City School District collected publications and other material on civil defense in order to assist the district in providing bomb shelters and appropriately responding to nuclear threats. The majority of these are publications from the Department of Defense, but the collection includes publications from some other state and federal agencies. The collection includes a map of bomb shelters in Salt Lake County in 1970.

**RETENTION:**

Retain archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records document the school district's concern with the threat of nuclear attack, the location of bomb shelters, and the nature of nuclear disaster training, and are therefore a valuable record of Cold War thinking.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 26101

**TITLE:** Civil defense information

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 3523

3

**TITLE:** Committee minutes

**DATES:** 1921-1953, 1977

**ARRANGEMENT:** By committee, thereunder chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Includes the minutes of the various committees within the City Board of Education, including the Buildings and Grounds Committee, the Teachers and School Work Committee, the Finance Committee, and the Committee on School Law. Minutes include date and time held, those present, issues discussed, and policy decisions made. Also includes minutes for Building Needs Committee for 1977.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently and then microfilm.

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

**APPRAISAL:**

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 3523

**TITLE:** Committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 11572

3

**TITLE:** Correspondence

**DATES:** 1953-

**ARRANGEMENT:** None

**TOTAL VOLUME:**

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Retain Permanent. Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2005.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 11572

**TITLE:** Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25509

3

**TITLE:** County superintendent annual report

**DATES:** 1876-1881.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book contains the statistical reports on the financial affairs of the schools in Salt Lake County prior to consolidation into three school districts. These reports usually include an accounting of all income and expenditures in relationship to the final budget and a narrative statement on enrollment and activities of the individual districts.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 3.



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25509

**TITLE:** County superintendent annual report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 11777

3

**TITLE:** Elementary school registers

**DATES:** 1900-1911; 1914-1933.

**ARRANGEMENT:** Alphabetical by school name

**TOTAL VOLUME:**

**DESCRIPTION:**

Registers in archives custody have been identified and accessioned: (1) Hamilton School Register, 1900-1901; (2) Longfellow School Register, 17 September 1906 through 7 June 1907; (3) Liberty School attendance registers, 1922-1932. Information recorded in the Hamilton School Register includes: records of books furnished pupils, student registration, daily programs for school rooms (morning exercises in various subjects), and Board of Health certificates allowing students back to school after compliance with rules regulation infectious diseases.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1900 through 1907. Retain in State Archives permanently with authority to weed.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25129

3

**TITLE:** Improvement of ethical conduct in the public schools of Salt Lake City  
(publication)

**DATES:** 1947.

**ARRANGEMENT:** Numerical by appendix number

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This study reviews a 1946 program in the Salt Lake City School district which emphasized the "development of human relations in conformity with high moral and spiritual values." The study includes an introduction, descriptions of the program, survey results, a plan for future programming, and evaluation.

**RETENTION:**

Retain archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These are valuable historical records because they document social morals in Salt Lake City for the time period.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25129

**TITLE:** Improvement of ethical conduct in the public schools of Salt Lake City  
(publication)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84571

1

**TITLE:** Insurance files

**DATES:** 1963-

**ARRANGEMENT:** alphabetical

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1963 and continuing to the present. Retain in Office until 3 years after expiration and then destroy.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25126

3

**TITLE:** Junior high school yearbooks

**DATES:** 1922-1926.

**ARRANGEMENT:** Alphabetical by school name

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

These yearbooks document the activities of three closed junior school schools (Jordan Junior High, Roosevelt Junior High, and West Junior). They were compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities. The year books include: Brown and Gold (Jordan Junior High) 1923 and 1924; Roosevelt Outlook, 1925 and 1926; and West Junior Blues, 1922 and 1923.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 59.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25126

**TITLE:** Junior high school yearbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25182

3

**TITLE:** Longfellow elementary school student photographs

**DATES:** 1969-1970.

**ARRANGEMENT:** Chronological, thereunder numerical by grade number

**TOTAL VOLUME:**

**DESCRIPTION:**

This series consists of a single photograph album from Longfellow school. Students are not identified. Includes date, year, principal's name, teachers' names and grades, and a photograph of each class.

**RETENTION:**

Retain until school's closure.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until school closed and then transfer to State Archives.

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 46.



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25182

**TITLE:** Longfellow elementary school student photographs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25492

3

**TITLE:** Lowell School fire loss engineering analysis

**DATES:** 1961.

**ARRANGEMENT:** None.

**TOTAL VOLUME:**

**DESCRIPTION:**

This engineering study analyzes the fire loss of the 1960 fire of the Lowell Elementary School. It was used to report the losses and to make recommendations to the Salt Lake City School District's Board of Trustees. This study includes a summary of previous fire losses, photographs, diagrams, building valuations, estimated construction costs, graphs, and recommendations.

**RETENTION:**

Retain until administrative use ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

This disposition is based solely on the record's secondary research value in documenting fire losses in the Salt Lake City School District (1890-1961) and school construction costs.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25492

**TITLE:** Lowell School fire loss engineering analysis

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84789

3

**TITLE:** Master Plan Committee for Transitional Services records

**DATES:** 1986-1987.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These records are the notes and reports of a master committee established to decide how best to prepare special education children for the outside world. The binder includes a list of committee members, minutes, reference materials and notes. These records include information on the following subcommittees: Service Needs, Service Delivery, Community Service, and Fiscal Resources.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/2000.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based on the record's secondary historical value of documenting policymaking in the Salt Lake City School District.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84789

**TITLE:** Master Plan Committee for Transitional Services records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 23510

3

**TITLE:** Newsletters

**DATES:** 1973-

**ARRANGEMENT:** chronological by issue date

**TOTAL VOLUME:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 14030

1

**TITLE:** Payroll records

**DATES:** 1972-

**ARRANGEMENT:** chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84444

3

**TITLE:** Personnel directories

**DATES:** 1922-

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until superseded and then destroy.

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

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

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on value of these directories to the school district.



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84444

**TITLE:** Personnel directories

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

Home addresses of employees are private. UCA  
63G-2-302(1)(f)

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84783

4

**TITLE:** Petitions for superintendent's resignation

**DATES:** i 1987-1988.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These petitions and some correspondence were submitted to the school board demanding the resignation of Superintendent John Bennion. These petitions express the anger and frustration over the closure of South High School and the redrawing of high school boundaries. The school board did not request the superintendent's resignation, but rather gave him a vote of confidence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives.

**APPRAISAL:**

Administrative Historical

This retention is based on the administrative needs expressed by the office. The disposition reflects the historical value of these records which show the intense feelings of school district patrons concerning the closure of South High School and the redrawing of high school boundaries. This information is important to any complete study of these events.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 26124

3

**TITLE:** Photographs

**DATES:** ca. 1900-1930.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

Salt Lake City School District framed several historic photographs for display in district buildings. Those framed photographs transferred to Utah State Archives include: 1. Oquirrh School, ca. 1900; 2. 1908 eighth grade graduating class, Oquirrh School, 1908; 3. Douglas School; 4. Roosevelt Junior High School student body, 1927; 5. Architectural rendering of gymnasium for West High School.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

These photographs document the school district buildings.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 3898

3

**TITLE:** Property assessment book

**DATES:** 1920-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25142

3

**TITLE:** Publications

**DATES:** 1943-

**ARRANGEMENT:** Chronological by year published

**TOTAL VOLUME:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25142

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 24938

3

**TITLE:** Purchasing committee minutes

**DATES:** 1944-1960.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.10 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official district committees, boards, and task forces. They may also include an official agenda. See Internal committee records

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 24938

**TITLE:** Purchasing committee minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 81806

1

**TITLE:** Records

**DATES:** undated

**ARRANGEMENT:** alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 1866

3

**TITLE:** Roosevelt junior high student grading sheets

**DATES:** 1918-1926; 1960-1961.

**ARRANGEMENT:** Chronological, thereunder alphabetical by teacher's name

**TOTAL VOLUME:**

**DESCRIPTION:**

This volume contains the grade sheets of Roosevelt Junior High School. The grade sheets for the second semester of the school year 1960 - 1961 are bound into the volume and include the names of the teachers and students as well as earned grades.

**RETENTION:**

Retain Archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

**APPRAISAL:**

Historical

This record is of historical interest.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 1866

**TITLE:** Roosevelt junior high student grading sheets

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 14054

3

**TITLE:** Salt Lake School District student records

**DATES:** 1915-1939.

**ARRANGEMENT:** alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 State Archives permanently with authority to weed.

**PRIMARY CLASSIFICATION:**

Exempt Access to these records is restricted under provisions of the Family Educational Rights and Privacy Act (FERPA).

**SECONDARY CLASSIFICATION(S):**

Private

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 84769

4

**TITLE:** School board agenda

**DATES:** i 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are copies of agenda prepared for school board meetings. They are used to direct the focus of board meetings according to a pre-arranged schedule and, in accordance with the open meetings law, to inform the public of scheduled items for discussion at the meeting. The agenda includes the order of business for the board meeting, items of importance and interest to board members and other individuals concerned with the school district and education in Salt Lake City, proposals, important correspondence, graphs, charts, and other preparatory information.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the superintendent. The record copy is maintained as part of the official minutes.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25426

3

**TITLE:** School board committee reports

**DATES:** 1925-1933.

**ARRANGEMENT:** Alphabetical by committee name, thereunder chronological by school year and numerical by report number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These are committee reports submitted to the Salt Lake City School Board. They were used to propose resolutions and to make other recommendations for board actions. The reports are for the following committees : Buildings and Grounds Committee (1925-1933), Committee of the Whole (1925-1933), Finance Committee (1925-1933), Rules Committee (December 1929), and the Teachers and School Work Committee (1925-1933). The reports include the date, report number, recommendations, vote tallies, lists of warrants issued, proposed resolutions, letters, memoranda, and committee member signatures.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2004.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25426

**TITLE:** School board committee reports

(continued)

**APPRAISAL:**

Historical

This disposition is based on the record's secondary historical value in documenting the development of the Salt Lake City School District board policy and other actions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25150

3

**TITLE:** School broadcasting (newspaper)

**DATES:** 1917-?

**ARRANGEMENT:** Chronological, thereunder numerical by volume and number

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This is the district newspaper that reports on district activities, teachers, and administrative activities. It is issued quarterly during the school year by the School Board. Articles and photographs concerning teachers and other district personnel, schools, retirement issues, the Salt Lake City Teacher's Association, the National Education and may include some coverage of local, national, and international events of interest to its readers.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1999.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 22, Item 40.

Publications which document agency history and functions have ongoing research value.



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25150

**TITLE:** School broadcasting (newspaper)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 23036

3

**TITLE:** School Children's Constitution and Flag Monument scrapbooks

**DATES:** 1932-1952.

**ARRANGEMENT:** Alphabetical by name of school

**TOTAL VOLUME:**

**DESCRIPTION:**

This scrapbook was compiled in 1936 for inclusion in a vault placed in the School Children's Constitution and Flag Monument located at the west end of the Salt Lake City-County building grounds. The scrapbook includes photographs and articles of the monument, photographs of the individual school buildings, and lists of the names of children attending each school with each child's ambition (what occupation they want to have when they grow up). Upon opening, the University of Utah was going to review the ambitions and determine the extent to which they had been realized.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

This series has historical value as documentation of flag pole projects the Salt Lake City School District was involved in. It also contains valuable information about schools and school children in Salt Lake City in the 1930's.

**RETENTION JUSTIFICATION:**

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 23036

**TITLE:** School Children's Constitution and Flag Monument scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 3381

1

**TITLE:** School election proceedings transcripts

**DATES:** 1948-

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 11864

3

**TITLE:** School organization reports

**DATES:** 1968, 1973-1986.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Information recorded in the annual school organization reports includes: names of school staff, position, number of students taught by each teacher, total number of pupils by grade, number of teachers, number of teaching positions (including teacher's aides), average number of pupils per teaching position, name of principal, and name of school.

**RETENTION:**

Retain archives custody

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

These reports provide a good historical summary about school demographics.

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 11864

**TITLE:** School organization reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25144

3

**TITLE:** Staff newsletter

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

Publications which document agency history and functions have ongoing research value.

This volume is retained in hard copy based on its intrinsic value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 81801

3

**TITLE:** Student cards

**DATES:** 1935-1966.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 49.00 cubic feet.

**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, parents' names, 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 .

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1998.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 State Archives permanently with authority to weed.

**APPRAISAL:**

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

This volume is retained in hard copy based on its intrinsic value.



**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 81801

**TITLE:** Student cards

(continued)

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 85034

3

**TITLE:** Teachers' absences book

**DATES:** 1924-1925.

**ARRANGEMENT:** chronological thereunder alphabetical by school within category)

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book is a record of the absences of individual teachers employed by the Salt Lake School District.

Although not specifically identified, pages 1-40 presumably cover the first half of 1924 (January to June). Pages 42-119 cover the 1924-25 school year (September 1924 to June 1925). A blank page (or two) was reserved for each school on which is recorded the date(s) teachers were absent, the name of the substitute teacher (if any), the name of the absent teacher, and the total number of days the regular teacher was absent.

Information about part-time teachers and teachers in training was recorded following the sections for the high school teachers.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

**APPRAISAL:**

Historical

This disposition is based on the historical value of this volume to document the teachers of the district. It is an important informational source documenting the teaching profession.

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 85034

**TITLE:** Teachers' absences book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25139

3

**TITLE:** Teachers' examination and certification records

**DATES:** ca. 1890-1894

**ARRANGEMENT:** Alphabetical by first letter of teacher's surname

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the results of individual school teacher's examinations and whether certification was granted. They include the teacher's name, examination dates, list of examination (reading, writing, spelling, English grammar, geography, U.S. history, arithmetic, and theory and practice), individual scores, average score, and whether certified .

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2003.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**APPRAISAL:**

Historical

This disposition is based solely on the record's secondary research value in documenting teaching and teachers in the Salt Lake City School District. This volume provides the first indication on the types of test taken and average scores given.

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 25139

**TITLE:** Teachers' examination and certification records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 23509

3

**TITLE:** Time capsule

**DATES:** 1987-1989.

**ARRANGEMENT:** none

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This copper box and its contents are a time capsule deposited by first graders in the Salt Lake City School District in the City-County bell tower in 1989, soon after the building's renovation and rededication; the capsule was started in 1987. The time capsule was lodged through Kidspeak 2000, part of Project 2000. Project 2000 involved a group of citizens who met to discuss problems and concepts, and to examine and determine alternatives to social direction. The time capsule was opened by some of the same students, by then high schoolers, on 4 January 2000. Contents include public policy studies, student predictions, a book about and a key from the Hotel Utah, newspapers, a Pepsi publication and soda can, T-shirt from the city-county building, a KUTV videotape of a 1985 broadcast regarding Project 2000, and a styrofoam Big Mac hamburger container from McDonald's.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Artifacts: Retain in State Records Center for 3 years and then transfer to State Records Center. Retain in State Records Center until state archivist has decided ultimate repository and then transfer to Division of State History.

This volume is retained in hard copy based on its intrinsic value.

**AGENCY:** Salt Lake City School District (Utah)

**SERIES:** 23509

**TITLE:** Time capsule

(continued)

**PRIMARY CLASSIFICATION:**

Public