

# Retention and Classification Report

**Agency:** Wasatch County School District (Utah) (1270)  
101 East 200 North  
Heber City, UT 84032  
654-0280

## Records Officer

01815 \*Administrative records  
11855 \*School census cards  
11853 \*School registers  
11854 \*Trustees' account record

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 1815

3

**TITLE:** Administrative records

**DATES:** 1917-1963.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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.

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 11855

3

**TITLE:** School census cards

**DATES:** 1948-1968.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Lists name of parent or guardian, each child in school, and their age, sex, grade, attendance, etc.

**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:**

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**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 11853

3

**TITLE:** School registers

**DATES:** 1890-1963.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Attendance and performance registers on elementary students. Gives dates, teacher, school, pupil name, age, color (race), Mormon/non-Mormon (pre-statehood) , attendance, and scholarship record. Later records (approximately post 1937) become strictly attendance registers with student's name, birth date, age, parent, and address listed.

**STATE RECORDS COMMITTEE STATUS:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This disposition is based on limited records documenting student's presence in a school. Records would have only temporary administrative significance if student transcripts were available for the period.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 11854

3

**TITLE:** Trustees' account record

**DATES:** 1901-1913.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Shows receipts and disbursements for each school year. Records date, source, and amount of receipts and number date, amount, to whom issued, purposes (in various columns including salaries, books, repairs, etc.), and remarks.

**RETENTION:**

Retain permanently.

**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.

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**APPRAISAL:**

Historical

These historical records document the history and functions of the school district and the history of education in Wasatch County and Utah.

**AGENCY:** Wasatch County School District (Utah)

**SERIES:** 11854

**TITLE:** Trustees' account record

(continued)

**PRIMARY CLASSIFICATION:**

Public