

# Retention and Classification Report

**Agency:** Wasatch County School District (Utah) (1270)  
101 East 200 North  
Heber City, UT 84032  
435-654-0280

**Records Officer:** Keith Johansen

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.

**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 Archives permanently.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

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

**PRIMARY DESIGNATION:**

Public