Retention and Classification Report

Agency: Weber County School District (Utah) (1306)

5320 Adams Ave. Parkway
Ogden, UT 84405
801-476-7800

Records Officer Robert Petersen

01817	*	Administrative records
19015		Americans with Disabilities Act (ADA) records
25283		Publications
01313		Resource unit manuals
13439	*	Student records
13440	*	Student registration forms

AGENCY: Weber School District (Utah)

SERIES: 1817 3
TITLE: Administrative records
DATES: 1869-1903; 1940-1969.
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:

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: Weber School District (Utah)

SERIES: 19015 1
TITLE: Americans with Disabilities Act (ADA) records
DATES:
ARRANGEMENT:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. neuropsychological evaluation

AGENCY: Weber School District (Utah)

SERIES: 25283 3
TITLE: Publications
DATES: 1959-
ARRANGEMENT: Chronological by year.
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

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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:

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

AGENCY: Weber School District (Utah)

SERIES: 25283
TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Weber School District (Utah)

SERIES: 1313 3
TITLE: Resource unit manuals
DATES: undated
ARRANGEMENT: Numerical by volume number
DESCRIPTION:

Holdings: vols. 1-9

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:

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: Weber School District (Utah)

SERIES: 13439 3
TITLE: Student records
DATES: 1977-1987.
ARRANGEMENT: alphabetical by surname
DESCRIPTION:

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

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.

AGENCY: Weber School District (Utah)

SERIES: 13440 3
TITLE: Student registration forms
DATES: 1986-1987.
ARRANGEMENT: alphabetical by surname
DESCRIPTION:

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

RETENTION:

Retain 5 years after graduation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/29/2011

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.

Microfilm master: Retain in Archives for 5 years after graduation and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after graduation and then destroy.

APPRAISAL:

AGENCY: Weber School District (Utah)

SERIES: 13440
TITLE: Student registration forms

(continued)

PRIMARY CLASSIFICATION:
Private