Retention and Classification Report

Agency: Jordan School District (Utah). Office of Student Services (1418)

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Records Officer

27230		Annual statistical report and fall enrollment
82449		Elementary and middle school non-transferred student files
82450	*	Elementary and middle school student attendance class rolls
27231		Enrollment
84049	*	High school student attendance class rolls
25459		Master daily attendance roll
83855		Official transcripts
27239		Special education files
27229	*	Student appeals hearings
82448		Student cumulative record
25456		Student information report

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27230 3
TITLE: Annual statistical report and fall enrollment
DATES: 1980-
ARRANGEMENT: Chronological and thereunder alphabetical
DESCRIPTION:

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 5.

AUTHORIZED: 05/11/2009

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82449 3
TITLE: Elementary and middle school non-transferred student files
DATES: 1975-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are the files of elementary and middle school students (K-8) who attended school in the Jordan School District, but have moved from the district without having their files transferred. These files contain: schools and years attended, classes attended, copies of report cards, health records, and test scores. It is the policy of the district when a student transfers from kindergarten through eighth grade that the student's file is sent to the new district. For high school students only a copy of the file is sent.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy provided 9th grade students files are removed and retained

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

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 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82449
TITLE: Elementary and middle school non-transferred student files

(continued)

APPRAISAL:

Administrative
This retention is based upon the administrative needs of the district and reflect a previously approved policy of the Jordan School Board.

PRIMARY CLASSIFICATION:
Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82450 3
TITLE: Elementary and middle school student attendance class rolls
DATES: 1890-1979.
ARRANGEMENT: Alphabetical by name of school and teacher, thereunder chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the rolls maintained by each teacher to indicate student attendance in elementary and middle schools in the Jordan School District. The rolls contain teachers names, names of students, entry date, exit date, days of absence, and sometimes grades. The student class rolls predate the creation of the district in l905. The earliest rolls are for the Herriman School (1890-1905). In l979, the Jordan School District discontinued the use of rolls and attendance records were placed on the Office of Education computer system.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

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

APPROVED: 07/1989

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: For records beginning in 1890 through 1979. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided the 1890 - 1905 rolls are transferred to Archives.

Microfilm master: For records beginning in 1890 through 1977. Retain in Office permanently.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82450
TITLE: Elementary and middle school student attendance class rolls

(continued)

Paper: For records beginning in 1977 through 1979. Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical
This retention is based upon the administrative needs expressed by the district. Since the district's official high school transcript does not indicate which elementary and middle schools attended, the attendance rolls are the only existing evidence of school attendance from kindergarten to eighth grade during the period from 1890 to l977. Those rolls should be kept permanently. The other rolls are only needed for statistical reports and may destroyed after the administrative value has passed.

PRIMARY CLASSIFICATION:
Public

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27231 3
TITLE: Enrollment
DATES: 1977-
ARRANGEMENT: Chronological by year thereunder alphabetical by student's name.
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a computer report on student attendance generated by the school secretary from data entered throughout the quarter/semester/trimester. It is used for reference purposes. The year end report lists attendance by students for the school year. It includes date, student number and name, sex, number of days absent, and number of days present.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 5.

AUTHORIZED: 05/11/2009

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 84049 3
TITLE: High school student attendance class rolls
DATES: 1903-1979.
ARRANGEMENT: Alphabetical by name of school and teacher

ANNUAL ACCUMULATION:
DESCRIPTION:

These are the individual rolls kept by each high school teacher in Jordan District to indicate student attendance. The rolls include: the name of teacher, names of students, entry and exit dates, days of attendance and absence, and sometimes grades. In 1979, the Jordan School District discontinued the use of rolls and attendance records were automated.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

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: For records beginning in 1903 through 1905. Retain in Office until microfilmed and then transfer to State Archives.

Microfilm master: For records beginning in 1903 through 1905. Retain in Office permanently.

Paper: For records beginning in 1905 through 1979. Retain in Office for 3 years and then destroy provided roll books are matched to official transcripts.

APPRAISAL:

Administrative Historical
This retention is based upon the administrative needs expressed by the district. From l903 to 1905, the attendance roll is the only existing evidence of attendance in the Jordan District. Those rolls should be kept permanently. The other rolls are only needed for statistical reports and may be destroyed after their

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 84049
TITLE: High school student attendance class rolls

(continued)

administrative value has passed. To ensure transcripts exist for all high schools and for all years, the roll books will be matched to the transcripts. Any rolls identified as the sole record of attendance in the Jordan District will be kept permanently (or until microfilmed). The official transcript provides information on attendance in Jordan School District high schools.

PRIMARY CLASSIFICATION:
Public

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25459 1
TITLE: Master daily attendance roll
DATES: 1977-
ARRANGEMENT: Chronological by year, thereunder alphabetical by surname

ANNUAL ACCUMULATION:
DESCRIPTION:

Jordan School District keeps a master attendance report. For each student this report includes student's name and student number and then details information about absences and tardies.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

Administrative
This retention is based on Jordan District's administrative need for these records.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 83855 3
TITLE: Official transcripts
DATES: 1905-
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 2.00 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). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security. It is part of the Student Cumulative File until it is weeded three years after graduation. Since l984, all official transcript information on graduated seniors is also maintained on-line on the Office of Education Computer System.

RETENTION:

Retain permanent.

DISPOSITION:
Retain in agency custody.

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

APPROVED: 07/1989

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 83855
TITLE: Official transcripts

(continued)

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This transcript is critical for verification purposes not only for admission to college and employment, but for students who have not graduated for readmission to high school. It has potential for being important for educational research.

PRIMARY CLASSIFICATION:
Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27239 3
TITLE: Special education files
DATES: 1982-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

RETENTION:

Retain 27 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SD 16, Item 5.

AUTHORIZED: 08/13/2015

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 1 year and then transfer to State Records Center. Retain in State Records Center for 26 years and then destroy.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27239
TITLE: Special education files

(continued)

APPRAISAL:

Administrative
The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule and by federal and state guidelines.

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 27229 3
TITLE: Student appeals hearings
DATES: 1992-2015.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files, maintained by the vice principal, relate to students who are suspended from school and must go to a district level hearing for violation of school policy. The files may include suspension record, narratives regarding suspension, committee decisions, witness statements, student data, information about the student?s attendance and grades, and police reports.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 30.

AUTHORIZED: 05/11/2009

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 issue resolved and then destroy.

APPRAISAL:

Administrative

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82448 3
TITLE: Student cumulative record
DATES: 1986-
ARRANGEMENT: Chronological, thereunder alphabetical by student's name
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These files contain information on students attending school in the Jordan School District. They document student performance and are used for reference purposes. They contain the student's official transcript (containing student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number); copies of achievement test scores; copies of report cards; and health records.

RETENTION:

Retain 3 years after graduation.

DISPOSITION:

Destroy provided official transcript has been pulled and refiled.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

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 3 years after graduation and then destroy provided official transcript has been pulled and refiled.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the district and reflect a previously approved policy of the Jordan School Board. The transcript is the permanent part of the

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 82448
TITLE: Student cumulative record

(continued)

student record. Other records in the file are only needed while the student is enrolled in classes. Those items should be destroyed after the student has graduated.

PRIMARY CLASSIFICATION:
Private

AGENCY: Jordan School District (Utah). Office of Student Services

SERIES: 25456 1
TITLE: Student information report
DATES: 1977-
ARRANGEMENT: Chronological by year, thereunder alphabetical by name
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports include student name and number, grade, address, phone number, date of birth, sex, ethnicity, school year and Social Security number.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

Administrative
This retention is based on Jordan District's administrative need for these records.