Retention and Classification Report

Agency: Salt Lake City School District (Utah). Business Services. Data Processing (1594)
440 East 100 South
Salt Lake City, UT 84111-1891
801-322-1471

Records Officer

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AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84652 3

TITLE: Administrative subject files

DATES: i 1966-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are informational subject files. They are used as reference material for questions which might arise within the office or from the school board. They include: racial composition reports, year-end reports, boundary maps, census maps, voting district maps, county information, Boy Scout information, immunization, and history card information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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Paper: Retain in Office until updated or superseded and then destroy provided federal reports are transferred to the archives.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the division. These files contain largely informational material which are updated on a regular basis. These files also contain a small collection of federal reports (ca. 1890-1910). It is not known whether they are the only copies in the district. They will be transferred to the State Archives for preservation.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84638 4

TITLE: Adult school transfer cards

DATES: i 1968-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are student history cards. They are used to transfer student records to adult education programs. They include: student's name, sex, race, birth date and place, parents' names and address, schools attended and dates, and information concerning health (i.e. immunization record, serious illness).

RETENTION:

Retain 20 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 20 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84638
TITLE: Adult school transfer cards

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 10344 3

TITLE: Attendance rosters

DATES: i 1985-1989.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

These books are the attendance rosters maintained by the Salt Lake City School District/Child Accounting. They are used to record student attendance. They include period, teacher's name, course title, school's name, course code, beginning and ending class dates, names and numbers of all students enrolled in class, sex, grade, entry code, exit code, days present and absent, a term summary (number of days attending classes, number of days absent, times tardy), term grade, citizenship grade, final grades, and final attendance record. In 1990, the Salt Lake City School District automated attendance records and discontinued the use of attendance rolls.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1992.

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.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by this district. These records have no value after students have graduated and reports have been compiled.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 10344
TITLE: Attendance rosters

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84642 3

TITLE: Block distribution printouts

DATES: i 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are computer reports containing collected data on school age children for every city block in the school district. The analysis provides an accounting for all children within the school district. Originally, these were used for a mandatory annual school census. They are now used to plan school population growth as well as changing demographic trends.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on the administrative needs expressed by the office and the historical value of these records. This information has potential research value in identifying movements of families in Salt Lake City. As no comprehensive report has been made from the reports, they are of historic value.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84641 3

TITLE: Block history monthly reports

DATES: i 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These monthly reports provide geographic projections on student enrollment, and are used for future planning and budget preparation. The books contain the number of people living on each block within the city and the number of school age children per block. These statistics help project future school enrollment.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84645 3

TITLE: Enrollment surveys cards

DATES: i 1988-

ARRANGEMENT: Alphabetical by school name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are surveys of all district enrollments. They are used as audit backup for the S-3 Report (a report submitted to the State Office of Education). The report gives the official district statistics and information, such as the average daily attendance for which the district receives benefits. The reports are broken down by student attendance per program. At the beginning of the school year the survey is taken to identify who is enrolled. The cards include: name, race, sex, address, names of parents or guardians.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

The S-3 Report is considered by the district to be one of the most important reports and this survey is critical to the report. The retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84649 3

TITLE: Family history cards

DATES: i 1948-

ARRANGEMENT: Alphabetical by student's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are card files containing information on individual students within the school district and their families. The records are used as an official accounting of all students that have ever attended school within the Salt Lake School District, as well as back-up for auditing purposes. They include student's full name, student number, parent's names, sex, race, birth date and place, address (or addresses), and schools attended within the district. The active and inactive files are separated. The active files are for students attending school. The inactive files are for students who have graduated, moved from district, dropped out of school. While card files have been used to record this data, the district will soon be automating its record keeping system, and card filing will no longer be used.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84649
TITLE: Family history cards

(continued)

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office. The district has identified these cards as very important to the operation of the district for use in various reports.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84657 3

TITLE: Graduates lists

DATES: i 1944-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are lists of graduates from the district's high schools. They are used to verify whether individuals appearing on high school graduation programs actually graduated. As they are also recorded on computer lists and on master files which are kept at the high schools, these lists are used as a back-up. They include: year, name of school, and name of graduate.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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.

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

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

APPRAISAL:

Administrative Historical

This retention is based on the administrative needs expressed by the office. This is the only complete list of graduates from the Salt Lake City School. Each high school also maintains its own

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84657
TITLE: Graduates lists

(continued)

list.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 6986 3

TITLE: High school graduate and withdrawal student records

DATES: i 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by student's name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These are the student records for East, Highland, South and West High Schools. They document students' matriculation and progress through high school in the district.

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.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84660 3

TITLE: High school realignment boundary records

DATES: i 1987-1988.

ARRANGEMENT: None

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are the files of the division's former director who served on the Boundary Realignment Committee. They were used to study the various proposed new high school boundaries after the closure of South High School. They include maps of proposed boundaries and information concerning the closing of South High School, and the economic, social, and academic background of high school students in the district.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 1 year after decision of school board and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based upon the historical value of these records. The division's former director served as the school district's representative on the Boundary Realignment Committee. These are the only records of the committee's deliberations and decision-making process within the district. The final report is a part of the school board's minutes. The decision was made that these files should be transferred to the State Archives for preservation.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84646 3

TITLE: Impact aid survey cards

DATES: i 1988-

ARRANGEMENT: Alphabetical by school

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These cards are used to verify which students live on federal land or whose parents are employed by the federal government. They include: student's name, address, phone, date of birth, parent's names, parent's employer, school being attended, grade, teacher's name. The federal government does not pay local taxes for property (i.e. Fort Douglas or low rent housing). For this reason, the federal government has tried to compensate the school district with federal funds, for the loss in revenue that local agencies might experience.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 3 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84647 3

TITLE: Membership rosters

DATES: i 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by student name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These are rosters of students within the district. They are used to verify number of students and to obtain state and federal funding. They contain: student's name, age, grade, and address.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 4 years and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84650 3

TITLE: Optional program information pamphlets

DATES: i 1983-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are information files on the district's optional programs concerning gifted and handicapped children. They are used to provide information on these programs to the public. These files contain brochures and flyers describing the optional programs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division. These files are regularly updated. These lists are considered the record copy because of their location at the school district offices.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84654 3

TITLE: Public Law 874 files

DATES: i 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used for audit purposes. The files include information concerning the children of parents who either live on federal land or are employed by the federal government in a military capacity (i.e. Fort Douglas employees). The files also include the school reports to the state and federal government.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 or until resolution of any question on a federal review and then destroy.

APPRAISAL:

Administrative Fiscal Legal

According to 34 CFR 222.41, records concerning Public Law 874 must be kept five years after each fiscal year for which funds were received. Also, if the records have been questioned on a federal audit or review, they must be kept until the question has been resolved.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84658 3

TITLE: Public relations records

DATES: i 1989-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files contain public informational handouts. They are updated at the beginning of each school year. They are used for reference purposes for parents and other members of the public requesting information on various aspects of the school district and area. They include: school calendars, codes, history card information, maps, transfer policy, and school addresses.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84643 3

TITLE: Registration survey printouts

DATES: i 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are computer printouts compiled from registration surveys. They are used to check on the attendance and academic status of students to ensure that those who have registered for school are actually attending.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 1 year after the school year being recorded and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84648 3

TITLE: Special education level worksheets

DATES: i 1986-

ARRANGEMENT: Alphabetical by school name

ANNUAL ACCUMULATION: 13.00 cubic feet.

DESCRIPTION:

These worksheets verify work with special education students. They contain student's name and number, birth date, handicapped code, teacher's (or therapist's) name, and hours spent with child. They also include transmittal sheets.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84637 3

TITLE: Student card indexes

DATES: i 1969-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are binders showing the location of student history records. They serve as an index to all student cards in the district and are constantly being updated. These records include: student's name, address and phone number, sex, birth date, parents' names, and name of school.

RETENTION:

Retain permanently.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 automated and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84656 3

TITLE: Student dropout case files

DATES: i 1988-

ARRANGEMENT: Alphabetical by name of student

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This file contains forms completed by the division on students who have dropped out of school. The completed forms are then transferred to the Pupil Services Division. They are used to identify student drop-outs and include: student name, address, phone, birth date, sex, the school last attended, and the reason for leaving school.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 1 month or until transferred to Pupil Services.

APPRAISAL:

Administrative

This retention is based upon an approved administrative policy. The Data Processing Division is responsible for creating, but not for maintaining the record.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84651 3

TITLE: Student dropouts annual report

DATES: i 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This annual report is required by the State Office of Education, which in turn prepares a report based on the information provided by the various school districts within the state. The report is used to give basic information and statistics on those who dropped out of school during the course of the school year. The information about the students includes name, address, phone number, race, sex, and grade. It is used to create the Office of Education's Annual Report.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 3 years and then destroy.

APPRAISAL:

Administrative

This information is based upon the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84640 3

TITLE: Student enrollment reports

DATES: i 1898; 1916; 1933-1974.

ARRANGEMENT: Chronological, thereunder alphabetical by school

TOTAL VOLUME: 1.50 cubic feet.

DESCRIPTION:

These are reports which were required by the Office of Education in order for them to prepare their own statistical reports for the federal government. The State Office of Education has requested that each school district send in reports comparing the school enrollment with actual daily attendance. The reports are used to report on district enrollment for this purpose. They include actual enrollment (the number of those attending) by each individual school within the district.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

The disposition of these records is based on their historical value. Their administrative value has passed, and they can now be transferred to the State Archives.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84639 3

TITLE: Student history records

DATES: i 1915-

ARRANGEMENT: Alphabetical by student's surname

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These history file cards contain information on all students who have attended school in the Salt Lake City School District. These file cards are used to document all aspects of attendance by each district student. The information on the cards includes the names of the student, sex, race, birth date and place, name of parents, address or addresses while attending school in the district, schools attended by the student as well as grades, test results, health information (i.e. immunizations, serious illnesses) and the matriculation of the student.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 75 years and then destroy.

Digital image: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the division and their historical value because they contain detailed information on all students who have attended school in

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84639
TITLE: Student history records

(continued)

the Salt Lake City School District.

PRIMARY CLASSIFICATION:
Private

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84644 3

TITLE: Student registration surveys

DATES: i 1980-1989.

ARRANGEMENT: Alphabetical by student's surname

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These student registration surveys serve as a backup for audits (S-3 audit, external audits and backup for Public Law 874). They contain the name, age, address, student's birth date and place, as well as academic information, previous home address, names and occupations of parents and other information necessary for federal funding of the various school programs.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84655 3

TITLE: Student transfer forms

DATES: i 1981-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 8.80 cubic feet.

DESCRIPTION:

These files contain completed forms used by students transferring from one school to another school within the district. They include: student's name, address, student number, birthdate, grade, and reason for transfer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 9 years or until no longer needed for information purposes and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs expressed by the division.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84653 3

TITLE: Transcript request forms

DATES: [ca.1987]-

ARRANGEMENT: Alphabetical by student surname

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are files of completed request forms to obtain copies of transcripts. They are also used to identify who requested the transcript. They include: student's name, age, birth date, home address while attending school, and number of transcripts to sent to another school or university.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based solely on the administrative needs expressed by the office.

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84659 3

TITLE: Transportation eligibility records

DATES: s 1982.

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the results of a one-time study to determine the eligibility of students living within the one-to two-mile radius of their respective schools for bus transportaion. They contain: maps of school boundaries, results of study on busing costs, correspondence, memos and news articles concerning school boundaries and busing students who live over one and one-half to two miles from school. Files also contain copies of laws from the Utah Code and transportation and cost figures.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

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 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

This information is based upon the administrative needs expressed by the Office.