Retention and Classification Report

Agency: Salt Lake City School District (Utah). Horace Mann Junior High School (1599)

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Records Officer

14068 *Horace Mann Junior High School student records
01865 *Student grading sheets

AGENCY: Salt Lake City School District (Utah). Horace Mann Junior High School

SERIES: 14068 3
TITLE: Horace Mann Junior High School student records
DATES: 1914-1925.
ARRANGEMENT: alphabetical by student surname
DESCRIPTION:

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.

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

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

AGENCY: Salt Lake City School District (Utah). Horace Mann Junior High School

SERIES: 1865 3
TITLE: Student grading sheets
DATES: 1953-1970.
ARRANGEMENT: Chronological by school year, thereunder by name of teacher.
DESCRIPTION:

These grade sheets are bound as yearly volumes. They were used to document the grades of junior high students attending Horace Mann Junior High School. These sheets include the names of the teachers, students and earned grades.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

Grading sheets are the permanent records of student achievement and attendance.

PRIMARY CLASSIFICATION:

Protected