Retention and Classification Report

Agency: Canyons School District (Utah). Jordan High School (1791)

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Records Officer Floyd Stensrud

28082	Attendance reports
28081	Grade roll books
28083	Office reports
05530	Official student transcripts
28445	Yearbooks

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 28082 3
TITLE: Attendance reports
DATES: 1911-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/11/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal
These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 28081 3
TITLE: Grade roll books
DATES: 1911-
ARRANGEMENT: Chronological
DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 07/11/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal
These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 28081
TITLE: Grade roll books

(continued)

PRIMARY DESIGNATION:
Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 28083 3
TITLE: Office reports
DATES: 1911-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/11/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal
These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 5530 3
TITLE: Official student transcripts
DATES: 1911-
ARRANGEMENT: Chronological, thereunder alphabetical by name
DESCRIPTION:

These records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation. Records may include students' personal information, class lists, test scores, school attendance, and graduation information.

RETENTION:

Retain 1 year after graduation.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 12/14/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after graduation and then transfer to State Archives with authority to weed.

Microfilm master: For records prior to and including 1990. Retain in State Archives permanently.

Microfilm duplicate: For records prior to and including 1990. Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical
These records have long-term historical value documenting student participation in school systems.

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 5530
TITLE: Official student transcripts

(continued)

PRIMARY DESIGNATION:

Exempt	34 CFR Part 99.30 and 31(2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on.

AGENCY: Canyons School District (Utah). Jordan High School

SERIES: 28445 3
TITLE: Yearbooks
DATES: 1911-
ARRANGEMENT: Chronological by school year.
DESCRIPTION:

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/23/2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

Historical
This series has permanent historical value as documentation of the faculty, students, and activities of the school.

PRIMARY DESIGNATION:

Public