

Retention and Classification Report

Agency: Ogden School District (Utah). Edison Elementary School (1802)
935 East 1050 North
Ogden, UT 84404

Records Officer

05445 *Attendance rolls

AGENCY: Ogden School District (Utah). Edison Elementary School

SERIES: 5445

3

TITLE: Attendance rolls

DATES: 1962-1982.

ARRANGEMENT: Chronological, thereunder alphabetical by name of teacher

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher at Edison Elementary School. They are used to record student attendance. The rolls contain teacher's name, names of school, class and room number, names of students, sex, grade, entry code, exit code, days absent, and days present. In 1982, the Ogden City School District automated attendance rolls and discontinued the use of class rolls.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1990.

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 the school district. These rolls are obsolete and should be destroyed.