

# Retention and Classification Report

**Agency:** Box Elder County School District (Utah). Central Elementary School (2312)

, UT

**Records Officer**

23053 \*Administrative records  
23052 \*Student attendance rolls

**AGENCY:** Box Elder County School District (Utah). Central Elementary School

**SERIES:** 23053

3

**TITLE:** Administrative records

**DATES:** 1934-1999.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contain directories, specifications and contract documents, memos, certificates, reports, newspaper clippings, school objectives, map of Brigham City, film of dance festival and new school.

**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.

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

Motion picture film master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These administrative records document the activities of Brigham City school district and programs within the community.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder County School District (Utah). Central Elementary School

**SERIES:** 23052

3

**TITLE:** Student attendance rolls

**DATES:** 1892-1966.

**ARRANGEMENT:** Chronological by school year.

**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).

**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: For records beginning in 1892 through 1940. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1940 through 1966. Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

Student records provide permanent documentation of a persons education and may be necessary to prove citizenship, residency, etc.

**AGENCY:** Box Elder County School District (Utah). Central Elementary School

**SERIES:** 23052

**TITLE:** Student attendance rolls

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99