

# Retention and Classification Report

**Agency:** Murray City School District (Utah). Murray High School (2524)  
5450 South State Street  
Murray, UT 84107  
801-264-7460

**Records Officer:** Tricia Drake

12674 Student cumulative records  
12675 \*Teachers' attendance roll books

**AGENCY:** Murray City School District (Utah). Murray High School

**SERIES:** 12674

4

**TITLE:** Student cumulative records

**DATES:** 1940-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student surname

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

Student's official transcripts (containing student's name, address, birthdate, parents' names, teacher's notes, graduation date, test scores, class ranking, grade point average, and social security number); copies of achievement test scores; copies of report cards; and health records of students attending Murray High School. The official transcripts (series 10075) is the permanent student record while other items are needed only while the student is enrolled.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1993.

**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 after graduation and then destroy provided official transcript is on file at the school.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the school.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Murray City School District (Utah). Murray High School

**SERIES:** 12675

4

**TITLE:** Teachers' attendance roll books

**DATES:** 1916-1993.

**ARRANGEMENT:** Chronological, thereunder alphabetical by teacher's name

**TOTAL VOLUME:** 10.00 cubic feet.

**DESCRIPTION:**

Annual attendance and class record books of each individual teacher. Information includes: school year, teacher's name, school name, students' names, assignment scores, days absent and grades.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1993.

**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 after graduation and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the school. They are only needed for statistical reports and have no long term value.

**PRIMARY CLASSIFICATION:**

Private