

# Retention and Classification Report

**Agency:** Granite School District (Utah). Fox Hills Elementary School  
(2593)  
3775 West 6020 South  
taylorsville, UT 84129  
385-646-4828

## Records Officer

14363 General subject files

**AGENCY:** Granite School District (Utah). Fox Hills Elementary School

**SERIES:** 14363

3

**TITLE:** General subject files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

**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 Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 11.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private

Protected. UCA 63G-2-305(8); 63G-2-305(9); 63G-2-305(10)