Retention and Classification Report

Agency: Salt Lake City School District (Utah). East High School (2723)

840 South 1300 East
Salt Lake City, UT 84102
801-853-1661

Records Officer Britta Barney

24937	Eastonia (yearbook)
17869	High school graduates records
17870	Withdrawn high school student records

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 24937 3
TITLE: Eastonia (yearbook)
DATES: 1926-
ARRANGEMENT: Chronological.
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.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1999.

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 until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 59.

Disposition based on the value of these records in documenting the school's programs, activities, student activities, and photographs of students, faculty, and campus.

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 24937
TITLE: Eastonia (yearbook)

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 17869 3
TITLE: High school graduates records
DATES: 1994-
ARRANGEMENT: Alphabetical by student's name
DESCRIPTION:

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

RETENTION:

Retain Until microfilmed

DISPOSITION:

Retain in agency custody.

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: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 17869
TITLE: High school graduates records

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

PRIMARY CLASSIFICATION:
Private

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 17870 3
TITLE: Withdrawn high school student records
DATES: 1994-
ARRANGEMENT: Alphabetical by student's name
DESCRIPTION:

This card is the official record of school attendance for students which did not graduate. It is used to verify classes attended and credits earned. It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

RETENTION:

Retain Until microfilmed

DISPOSITION:

Retain in agency custody.

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: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake City School District (Utah). East High School

SERIES: 17870
TITLE: Withdrawn high school student records

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

PRIMARY CLASSIFICATION:
Private