

Retention and Classification Report

Agency: Alpine School District (Utah). Lincoln Junior-Senior High School
(2729)
(obsolete agency)
, UT

Records Officer

18073 *Faculty minutes
18072 *Principal's records
18070 *Student activity photographs
23398 *Student attendance class rolls
18074 *Youth administration program records

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18073

3

TITLE: Faculty minutes

DATES: 1926-1937; 1955-1956.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These minutes document regular and special teachers' meetings. They include meeting date and time, attendees, announcements, school activities, summary of proceedings, and adjournment time. The Lincoln Junior-Senior High School closed in 1956 and these are the only faculty minutes that have survived.

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 08/01/1996.

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 the record's secondary research value to document Utah education, teaching, and specifically on the activities of the Lincoln Junior-Senior High School.

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18073

TITLE: Faculty minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18072

3

TITLE: Principal's records

DATES: 1936-1938; 1941-1945; 1956.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

These records document the principal's administrative duties and student activities. They include principals' incoming and outgoing correspondence, Utah High School Athletic Association activity applications, Utah High School Athletic Association's activities, budgets, activity calendars, payroll reports, school lunch records, various reports, financial statements, honor rolls, and various speeches and presentations. The Lincoln Junior-Senior High School closed in 1956 and these records are the only surviving principals' records.

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 08/01/1996.

FORMAT MANAGEMENT:

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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 the record's historical value in documenting the activities of the Lincoln Junior-Senior High School.

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18072

TITLE: Principal's records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18070

3

TITLE: Student activity photographs

DATES: 1923-1932.

ARRANGEMENT: None

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These photographs document student activities at Lincoln Junior-Senior High School in Orem. They include photographs of the Lincoln Tigerettes; boys and girls track and field, basketball, football, and baseball teams; school bands and school plays. Some of the photographs have neither been dated nor identified.

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 08/01/1996.

FORMAT MANAGEMENT:

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Paper: Retain in Office until administrative need ended and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of these records in documenting student activities.

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18070

TITLE: Student activity photographs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 23398

3

TITLE: Student attendance class rolls

DATES: 1926-1956.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

Rolls of various sizes maintained by Lincoln-Junior High School to record student attendance. Include school year, school, teacher's name, names of students, entry date, exit date, days attending school, days absent, and sometimes grades.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1995.

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 1926 through 1939. Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1940 through 1956. Retain in Office for 5 years and then destroy.

APPRAISAL:

Historical

This disposition is based on the historical value of these records. It has been determined inadequate transcripts exist for many students between 1915-1939, the rolls for this period need to be retained permanently.

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 23398

TITLE: Student attendance class rolls

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008)

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18074

3

TITLE: Youth administration program records

DATES: 1935; 1938-1939; 1941-1942.

ARRANGEMENT: None

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

These records document the Lincoln Junior-Senior High School's participation in the federally funded National Youth Administration's Student Aid Program. This program funded employment for needy students. The records include correspondence, brochures, time reports, payroll for student aid projects, and youth census interview forms.

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 08/01/1996.

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 the historical value of these records in documenting the National Youth Administration program in Utah.

AGENCY: Alpine School District (Utah). Lincoln Junior-Senior High School

SERIES: 18074

TITLE: Youth administration program records

(continued)

PRIMARY CLASSIFICATION:

Public