

# 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

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 DESIGNATION:**

Public