Retention and Classification Report

Agency: Granite School District (Utah). Garfield Elementary School (2963)

, UT

Records Officer

22673 *Student attendance rolls

Utah State Archives

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AGENCY: Granite School District (Utah). Garfield Elementary School

SERIES: 22673

TITLE: Student attendance rolls

DATES: 1913-1956.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

TOTAL VOLUME: 11.00 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher. These records document the students of Garfield Elementary located in the mining community of Garfield, west of Magna. The school opened its doors in 1907, moved into a new building in 1914, and closed its doors in 1956. The rolls are used to record student attendance. These rolls include year, teacher's name, students' names, home addresses, birthdates, parents' names, attendance, and grades.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2000.

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 for 10 years and then destroy.

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(continued)

APPRAISAL:

Historical

This disposition is based on the record's secondary historical value. Garfield Elementary was closed in 1956 and its records document not only education in western Salt Lake County but the area's diverse population.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99