

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Lowell Elementary School
(3223)
(obsolete agency)

Records Officer: Britta Barney

25183 *Centennial celebration books
25181 *New construction photographs
25493 *School proclamation
25180 *Student photographs
25184 *Yearbooks

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25183

3

TITLE: Centennial celebration books

DATES: 1991-1992.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.50 cubic feet.

DESCRIPTION:

This series consists of three binders documenting Lowell Elementary School's centennial celebration. The binders are not numbered but each binder is labeled "A Year of Celebration 1991-1992." One is also labeled "centennial activities" and recognizes special school activities including: Back to School Night (September 19, 1992), Lowell History Day (October 4, 1991), Grandparents Day (October 25, 1991), Halloween, Fashion Show (February 21, 1992), March/April Avenues walking tours, and the Centennial Dance Festival. Another binder is labeled Halloween and the third volume is labeled pictures. All binders largely include unidentified photographs of school activities and student faces. The centennial activities binder also includes a telephone number list of centennial volunteers, newspaper clippings, dance scripts, play scripts, school songs, project descriptions and handouts, and publicity flyers.

RETENTION:

Retain until school is closed.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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 school closed and then transfer to State Archives.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25183

TITLE: Centennial celebration books

(continued)

APPRAISAL:

Historical

This disposition is based on the records secondary value of documenting Lowell Elementary School's centennial celebration.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25181

3

TITLE: New construction photographs

DATES: 1996-1997.

ARRANGEMENT: None

TOTAL VOLUME:

DESCRIPTION:

This small photographic album contains colored photographs of new construction started of the Lowell Elementary School started in 1996. The photographs show the demolition of part of the school; the construction; exterior and interior views; specific rooms including the kindergarten, library and "new rooms;" and the finished school. Some of the photographs are dated.

RETENTION:

Retain until school's closure.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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.

Phonograph records: Retain in Office until school's closure and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the record's secondary historical value of documenting Lowell Elementary School's changes.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25181

TITLE: New construction photographs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25493

1

TITLE: School proclamation

DATES: 1965-1993.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.40 cubic feet.

DESCRIPTION:

This proclamation represents an important event in Lowell Elementary School's history. It was hung in the entrance of the school until closure in May 2003. The proclamation is the Centennial Proclamation signed by Salt Lake City Mayor Palmer DePaulis (October 14, 1991) declaring 1991-92 as Lowell's Centennial Year.

RETENTION:

Retain until school's closure.

DISPOSITION:

Transfer to the State Archives permanently.

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 until school's closure and then transfer to State Archives.

APPRAISAL:

Historical

This disposition is based on the records secondary value in documenting the history of Lowell Elementary School.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25493

TITLE: School proclamation

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25180

3

TITLE: Student photographs

DATES: 1974-2003.

ARRANGEMENT: Chronological, thereunder numerical by grade

TOTAL VOLUME:

DESCRIPTION:

This series consists of photograph albums containing the class pictures of students attending Lowell Elementary School. They include the school year, school name, grade, teacher, and photographs of school classes and individual teachers.

RETENTION:

Retain until school closes.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1999.

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 school closes 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 46.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25180

TITLE: Student photographs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25184

3

TITLE: Yearbooks

DATES: 1971-1997.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This series consists of school yearbooks. They are compiled by the the school. These yearbooks primarily represent the six grade classes (1987-1988, 1994-1997) including teacher's name, student photographs, names, student's descriptions including goals and dreams, and current likes and dislikes. The yearbooks also include a third grade yearbook for the 1990-1992 school year and a 1971-1972 yearbook for the entire school.

RETENTION:

Retain until school closes.

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 school closes 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.

Yearbooks document the history of the school and are valuable to researchers.

AGENCY: Salt Lake City School District (Utah). Lowell Elementary School

SERIES: 25184

TITLE: Yearbooks

(continued)

PRIMARY CLASSIFICATION:

Public