

# Retention and Classification Report

**Agency:** Salt Lake City School District (Utah). Rosslyn Heights Elementary School (3224)

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**Records Officer:** Britta Barney

25178 \*Scrapbooks  
25179 \*Student photograph albums

**AGENCY:** Salt Lake City School District (Utah). Rosslyn Heights Elementary School

**SERIES:** 25178

3

**TITLE:** Scrapbooks

**DATES:** 1950-1952.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

These four scrapbooks document the activities of the school and its students. They were compiled by the student newspaper editors for the Deseret News and Salt Lake Tribune. They include photographs and news clippings from the Salt Lake Tribune and Deseret News.

**RETENTION:**

Retain until school closes.

**DISPOSITION:**

Transfer to the State Archives permanently.

**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.

**APPRAISAL:**

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 46.

**AGENCY:** Salt Lake City School District (Utah). Rosslyn Heights Elementary School

**SERIES:** 25178

**TITLE:** Scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City School District (Utah). Rosslyn Heights Elementary School

**SERIES:** 25179

3

**TITLE:** Student photograph albums

**DATES:** 1969-2003.

**ARRANGEMENT:** Chronological, thereunder numerical by grade

**TOTAL VOLUME:**

**DESCRIPTION:**

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

**RETENTION:**

Retain until schools 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 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.

Phonograph records: Retain in Office until school closure 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). Rosslyn Heights Elementary School

**SERIES:** 25179

**TITLE:** Student photograph albums

(continued)

**PRIMARY CLASSIFICATION:**

Public