Retention and Classification Report

Agency: Canyons School District (Utah) (3511)

Canyons School District
9150 South 500 West
Sandy, UT 84071
801-826-5000

Records Officer

27925	Draper School student registers
28340	Gifted student test results
28371	Indian Hills Middle School Student Test Results
28131	Legal files
27924	Midvale School student registers
27733	Special Education student records

AGENCY: Canyons School District (Utah)

SERIES: 27925 3
TITLE: Draper School student registers
DATES: 1913-1967
ARRANGEMENT: Chronological by school year, thereunder by grade or alphabetical by instructor.
DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain Permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah)

SERIES: 27925
TITLE: Draper School student registers

(continued)

PRIMARY CLASSIFICATION:

Private — This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY CLASSIFICATION(S):

Public. — Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)

AGENCY: Canyons School District (Utah)

SERIES: 28340 3
TITLE: Gifted student test results
VARIANT ALPS test results
DATES: 2004 -
ARRANGEMENT: Alphanumeric
DESCRIPTION:

These test results from individual students for placement in the advanced learner programs are used to verify appropriate placement in the gifted program. Records from 2001-2009 are for the Advanced Learner Program (ALPs) test and were created prior to Canyons School District establishment from Jordan School District. Records post 2009 are for the Supporting Advanced Learners Toward Achievement (SALTA) test.

RETENTION:

Retain 15 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 10/01/1998.

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.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:
Administrative
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 2.

Administrative: Test results are used to determine and validate ALPS placement.

AGENCY: Canyons School District (Utah)

SERIES: 28340
TITLE: Gifted student test results

(continued)

PRIMARY CLASSIFICATION:
Exempt Subject to FERPA

SECONDARY CLASSIFICATION(S):
Private

AGENCY: Canyons School District (Utah)

SERIES: 28371 3
TITLE: Indian Hills Middle School Student Test Results
DATES: 1980 to Present
ARRANGEMENT: Chronological
DESCRIPTION:

These documents are individual student end of quarter or end of year test scores. This data is used to monitor progress as well as for student placement.

RETENTION:

Retain 3 years after graduation

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/2013.

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.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided student has graduated.

APPRAISAL:

Administrative Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 31.

Records are used for student and program management purposes.

PRIMARY CLASSIFICATION:

Private 63G-2-302

AGENCY: Canyons School District (Utah)

SERIES: 28131 1
TITLE: Legal files
DATES: 2004-
ARRANGEMENT: chronological
DESCRIPTION:

These records document civil litigation and Individuals with Disabilities Education Act (IDEA) due process hearings. The records are used to document educational services and complaints, including Individualized Education Profiles (IEPs), Office for Civil Rights (OCR) complaints, etc. Included are court documents, correspondence, copies of deposition testimony, case file copies, and attorney work product. May also include police reports, witness statements, photographs, contracts, reports, etc. Case file copies may contain vital statistics worksheets, admission information, request for prior approval, client background history, social summary, and psychological and psychiatric evaluations. Information includes name of client, client Social Security number, client case number, case worker name, agency attorney name, legal issue, case number, and litigation outcome.

RETENTION:

Retain 30 years after case closes

DISPOSITION:

Destroy.

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 case closes and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

AGENCY: Canyons School District (Utah)

SERIES: 28131
TITLE: Legal files

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APPRAISAL:
Legal

These files document legal proceedings. There is a two-year waiting period for petitioners (parents or guardians) to refile, however there is no statute of limitations and petitioners may refile at any time while the student is eligible.

PRIMARY CLASSIFICATION:
Private

AGENCY: Canyons School District (Utah)

SERIES: 27924 3
TITLE: Midvale School student registers
DATES: 1900-1953
ARRANGEMENT: Chronological by school year, thereunder by grade or alphabetical by instructor. Unidentified registers are

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah)

SERIES: 27924
TITLE: Midvale School student registers

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PRIMARY CLASSIFICATION:

Private	This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)

SECONDARY CLASSIFICATION(S):

Public.	Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)

AGENCY: Canyons School District (Utah)

SERIES: 27733 3
TITLE: Special Education student records
DATES: 1984-
ARRANGEMENT: Chronological by date of birth thereunder alphabetical by surname
ANNUAL ACCUMULATION: 150.00 cubic feet.
DESCRIPTION:

These individual case files document students enrolled in the district's special education programs. To provide archival information on students previously served in a Special Education program in the Canyons School District. They contain various reports and completed forms including learning disability assessment reports, approvals for special education services, completed tests and surveys, information on parents or guardians, and approval of placement in the Special Education Program.

RETENTION:

Retain until student is 27 years old

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/2008.

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 for 5 years and then transfer to State Records Center provided special education services have terminated. Retain in State Records Center for 22 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah School Districts General Retention Schedule, Schedule 16, Item 1.

The agency has expressed an administrative need to retain these records for two additional years beyond the three-year retention specified in the state school district general retention schedule

AGENCY: Canyons School District (Utah)

SERIES: 27733
TITLE: Special Education student records

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and by federal and state guidelines.