

Retention and Classification Report

Agency: Granite School District (Utah). Woodrow Wilson Elementary School (3539)
2567 S Main Street
Salt Lake City, UT 84115
385-646-5102

Records Officer

26271 *Woodrow Wilson elementary school attendance cards
26269 Woodrow Wilson elementary school attendance roll and grac
26272 *Woodrow Wilson elementary school student and faculty phot
26270 *Woodrow Wilson elementary school student cumulative card

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26271 3

TITLE: Woodrow Wilson elementary school attendance cards

DATES: 1990-2005.

ARRANGEMENT: Chronological by academic year, numerical by grade, alphabetical by teacher name, alphabetical by student name.

TOTAL VOLUME: 9.00 cubic feet.

DESCRIPTION:

These registers record student attendance and academic and citizenship grades.

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: For records beginning in 1960 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26269

TITLE: Woodrow Wilson elementary school attendance roll and grade books

DATES: 1925-

ARRANGEMENT: chronological

TOTAL VOLUME:

DESCRIPTION:

These registers record student attendance and academic and citizenship grades.

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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: For records beginning in 1925 and continuing to the present. Retain in Archives permanently.

APPRAISAL:

Administrative Historical
School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26272 3

TITLE: Woodrow Wilson elementary school student and faculty photograph albums

DATES: 1975-1983.

ARRANGEMENT: Chronological.

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.

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: For records beginning in 1976 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Photographs provide rich historical information.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah). Woodrow Wilson Elementary School

SERIES: 26270

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TITLE: Woodrow Wilson elementary school student cumulative cards

DATES: 1930-1979.

ARRANGEMENT: alphabetical

TOTAL VOLUME:

DESCRIPTION:

These cards are maintained in the school's office on all enrolled students. They are used to document a student's school participation. Personal information includes the name of the student and parents/guardians, address, and telephone number. Recorded information includes test scores, health evaluation, IQ score, etc.

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: For records beginning in 1930 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

School records of this nature are not maintained for all schools, however these have been accessioned for permanent retention as a representative sample.

PRIMARY CLASSIFICATION:

Private