

Retention and Classification Report

Agency: Granite School District (Utah) (436)

2500 South State Street
Salt Lake City, UT 84115
801-268-8111

Records Officer: Ben Horsley

17723 *Administrative correspondence
01448 *Administrative records
17730 *Carl Sandberg cash disbursements
11862 *Central Junior High School chapter I records
23678 Criterion referenced tests
18694 Elementary gifted tests
23774 *Elementary school building plans and specifications
22671 *Elementary student cumulative cards
19011 English as a Second Language (ESL) adult tests
01293 *Enrollment cards
17724 *Faculty meeting minutes
11782 *Fortuna elementary school records
01964 *Grading sheets
27286 *Granite High School graduate roster and graduation program
17731 *Hawthorne school student records
01953 *Monroe junior high student report cards
12505 Personnel files
25274 Publications
27271 *Scott School daily registers
17419 Special education student records
23619 Stanford Achievement Tests individual scores lists
01294 *Student attendance rolls
01292 Student cumulative files
14443 Student cumulative record
14442 Student transcript

AGENCY: Granite School District (Utah)

SERIES: 17723

3

TITLE: Administrative correspondence

DATES: 1936-1943; 1949-1953; 1966-1975.

ARRANGEMENT: Chronological, thereunder alphabetical by letter

DESCRIPTION:

This is official and administrative correspondence. It documents the activities of the school district's clerk and superintendent. It contains information on accounts payable, special studies, minutes of various district boards/committees, brochures and flyers, and other information on Depression era student activities, World War II school activities, and related correspondence.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2005.

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 permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with

AGENCY: Granite School District (Utah)

SERIES: 17723

TITLE: Administrative correspondence

(continued)

authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 6.

Disposition based on research value of these official records in providing documentation of school district achievements, policies, programs and function with unique information on WWII and Depression schooling.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 1448

3

TITLE: Administrative records

DATES: 1912-1982.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Statistical and Fiscal data compiled by Granite School District in a 1971 report prepared for anticipated legislation regarding school funding. Included in this report are proposals for anticipated school needs affected by the legislation. The report is titled "Statistical and Fiscal Data: Observations and Proposals Pertaining to New School Legislation." The report focuses on statistics regarding the state of the Granite School District including school size, percentage of Utah children in the district, state of classrooms in the district, school building needs, and sources of funding for the district.

Multiple fiche of recording Payroll sheets from Granite School District for the years 1975 through 1978.

Various financial records from Fortuna School. These records relate to the administration of the school lunch program at Fortuna school. They include requisition forms, spread sheets organized by teacher and then alphabetically by student tracking student participation in school lunch, copies of checks, attendance reports, report cards, bank statements, and deposit slips. Other materials include student records, student record transfers and requests from other school districts and states, immunization records, test results, achievement reports, and attendance accounting. A cash summary sheet recording investments by location is also in this series.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

AGENCY: Granite School District (Utah)

SERIES: 1448

TITLE: Administrative records

(continued)

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 17730

3

TITLE: Carl Sandberg cash disbursements

DATES: 1966-1978.

ARRANGEMENT: Chronological

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 22.

AGENCY: Granite School District (Utah)

SERIES: 17730

TITLE: Carl Sandberg cash disbursements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 11862

3

TITLE: Central Junior High School chapter I records

DATES: 1982-1983.

ARRANGEMENT: none

DESCRIPTION:

Pupil case files showing mastery of various skills (phonics, following directions, etc.).

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 23678

1

TITLE: Criterion referenced tests

DATES: 1993-

ARRANGEMENT: Alphabetical by grade, thereunder school and student's name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records contain individual student scores for Criterion (CRT) and Stanford aptitude Test (SAT). These tests are given to students from the first through the eleventh grades. These listings are referred to by legal representatives for individuals and special education committees. They include grade, school name, student name, and individual test score.

RETENTION:

Retain 13 years.

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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah)

SERIES: 18694

3

TITLE: Elementary gifted tests

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These tests are given to elementary students. They are used to determine eligibility and placement for elementary school gifted and talented programs. They include test score summary sheet, answer sheet (matrix analogy), parent survey, teacher survey, and school ranking of students tested.

RETENTION:

Retain 3 years

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.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 29.

This disposition is based on the administrative needs expressed by the district.

AGENCY: Granite School District (Utah)

SERIES: 18694

TITLE: Elementary gifted tests

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah)

SERIES: 23774

3

TITLE: Elementary school building plans and specifications

DATES: ca. 1915-1972.

ARRANGEMENT: Roughly alphabetical by school name.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the final plans and specifications for approved and constructed district buildings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 11, Item 2.

This series has historic and administrative value as documentation of school buildings constructed and operated by the Granite School District.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 22671

3

TITLE: Elementary student cumulative cards

DATES: 1957-1972.

ARRANGEMENT: Chronological by school, thereunder alphabetical by student name

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards are maintained in the school's office on all enrolled students. They are used to document student's school participation. They include test scores, immunization record, attendance records, and all pertinent information on the student. They are cards from the Blaine, Cottonwood, Libbie Edwards, Eastwood, Holladay, and Plymouth Elementary Schools.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

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 for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

AGENCY: Granite School District (Utah)

SERIES: 22671

TITLE: Elementary student cumulative cards

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 23.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Granite School District (Utah)

SERIES: 19011

3

TITLE: English as a Second Language (ESL) adult tests

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are tests given to adults with limited English language skills. They are used to determine eligibility for and placement into adult ESL programs. They include name, test date, score, placement, birthdate, and country of origin.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2000.

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 for 5 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah)

SERIES: 1293

3

TITLE: Enrollment cards

DATES: 1972-1973.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Granite School District (Utah)

SERIES: 17724

3

TITLE: Faculty meeting minutes

DATES: 1942-1943.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of faculty meetings. They memoranda, related correspondence, and the minutes.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 15.

AGENCY: Granite School District (Utah)

SERIES: 17724

TITLE: Faculty meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 11782

3

TITLE: Fortuna elementary school records

DATES: 1982-1983.

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

Includes attendance and grades, lunch reports, personnel forms, employee time and attendance, student insurance, fire and emergency drills, enrollment, cash summaries, etc.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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AGENCY: Granite School District (Utah)

SERIES: 1964

3

TITLE: Grading sheets

DATES: 1960-1970.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 State Archives permanently with authority to weed.

AGENCY: Granite School District (Utah)

SERIES: 27286

3

TITLE: Granite High School graduate roster and graduation programs

DATES: 1909-2009.

ARRANGEMENT: Chronological by date and thereunder alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

Granite High School maintained a book in which were recorded the names of graduates for each year from the opening of the high school until the school closed. Many graduation programs were also kept in the book.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

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 permanently.

Paper copy: For records beginning in 1909 through 1991. 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 43.

The list of graduates is an important historical record for Granite High School.

AGENCY: Granite School District (Utah)

SERIES: 27286

TITLE: Granite High School graduate roster and graduation programs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 17731

3

TITLE: Hawthorne school student records

DATES: 1920-1935.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the class rolls maintained by each teacher. The Hawthorne School opened in 1906 and closed in 1934. They are used to record student attendance. These rolls include year, teacher's name, student's name, address, birthdate, parent's name, attendance, and grades.

RETENTION:

Retain until microfilmed

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 Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Granite School District (Utah)

SERIES: 17731

TITLE: Hawthorne school student records

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Granite School District (Utah)

SERIES: 1953

3

TITLE: Monroe junior high student report cards

DATES: 1918-1946.

ARRANGEMENT: Alphabetical by student surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards from Monroe Junior High giving the student's name, address, date of birth, subjects taken, and grades for the year involved. The records cover a period for which there are few records documenting the changing nature of Utah's Education system. They serve as a sample documenting students from a certain area and social class in Salt Lake City's developing suburbs.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 1918 through 1946. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the State Archivist's belief that this series is a useful sample in documenting students from a specific time, neighborhood, and social class in Salt Lake City's developing suburbs.

RETENTION JUSTIFICATION:

AGENCY: Granite School District (Utah)

SERIES: 1953

TITLE: Monroe junior high student report cards

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Granite School District (Utah)

SERIES: 12505

3

TITLE: Personnel files

DATES:

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the personnel files for all certified and classified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

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

APPRAISAL:

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 14, Item 1.

These records contain the complete work history of an individual while employed by the district and have legal value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

AGENCY: Granite School District (Utah)

SERIES: 12505

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Granite School District (Utah)

SERIES: 25274

3

TITLE: Publications

DATES: 1914-

ARRANGEMENT: Alphabetical by type of publication, thereunder chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, instruction manuals, proposals and similar material printed by or for the Granite School district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Types of publications include classroom instruction/curricula and then miscellaneous.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Granite School District (Utah)

SERIES: 25274

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 27271

3

TITLE: Scott School daily registers

DATES: 1886, 1891-1903.

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are official registers of Scott School, which was an early all-grade pioneer school. They contain student registration, grades, and attendance. The school, although remodeled, still stands at 3300 South and 500 East and is now the Pioneer Craft House.

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.

The registers identify the students who attended this early pioneer school. They are a valuable genealogical and historical record.

PRIMARY CLASSIFICATION:

Public

AGENCY: Granite School District (Utah)

SERIES: 17419

4

TITLE: Special education student records

DATES: 1946-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by date of birth.

ANNUAL ACCUMULATION: 141.80 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain until student reaches 27 years of age

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1996.

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 after student no longer receives special ed. services and then transfer to State Records Center. Retain in State Records Center for 17 years or until student reaches age of 27 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district and the recommendations of the State Office of Education. It also meets the legal requirements specified in 34 CFR 300.562 (1992).

AGENCY: Granite School District (Utah)

SERIES: 17419

TITLE: Special education student records

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 300.562

AGENCY: Granite School District (Utah)

SERIES: 23619

1

TITLE: Stanford Achievement Tests individual scores lists

DATES:

ARRANGEMENT: Alphabetical by grade and school

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are lists of individual student scores for the Criterion Referenced Test (CRT) and the Stanford Achievement Test (SAT). Students in grades three to eleven are tested annually. These listings are used for reference purposes by legal representatives for individuals and special education committees. They include school name, grade, student's name and test scores.

RETENTION:

Retain 13 years.

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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: Granite School District (Utah)

SERIES: 1294

3

TITLE: Student attendance rolls

DATES: 1947-1985.

ARRANGEMENT: Alphabetical by school, thereunder chronological

TOTAL VOLUME: 120.00 reels.

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. These are rolls from the following schools: Hillview, Monroe, Plymouth, Redwood, Rosecrest, Western Hills, William Penn, Whittier Elementary Schools, and Valley Junior High School,

RETENTION:

Retain 4 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.

Paper: Retain in Office for 4 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 4 years and then destroy.

AGENCY: Granite School District (Utah)

SERIES: 1294

TITLE: Student attendance rolls

(continued)

APPRAISAL:

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

Records have temporary administrative value and may be destroyed
according to retention schedule.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Granite School District (Utah)

SERIES: 1292

3

TITLE: Student cumulative files

DATES: 1910-

ARRANGEMENT: Chronological, thereunder by student's name

TOTAL VOLUME:

DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards.

RETENTION:

Retain 5 years.

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 Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Granite School District (Utah)

SERIES: 1292

TITLE: Student cumulative files

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Granite School District (Utah)

SERIES: 14443

3

TITLE: Student cumulative record

DATES: ca. 1930-

ARRANGEMENT: Chronological, thereunder alphabetical by class year

ANNUAL ACCUMULATION: 38.00 cubic feet.

DESCRIPTION:

Student's official transcripts (series 14442), copies of achievement test scores, report cards and health records on students attending school in the Granite School in the Granite School District, used to document performance and for reference.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1995.

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 3 years after graduation or until the student's twenty-first birthday and then destroy provided the transcript has been pulled and retained.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008)

AGENCY: Granite School District (Utah)

SERIES: 14442

4

TITLE: Student transcript

DATES: ca. 1907-

ARRANGEMENT: Chronological, thereunder alphabetical by student surname

ANNUAL ACCUMULATION: 60.00 cubic feet.

DESCRIPTION:

Official record of school attendance and high school graduation used to document graduation and to verify class attendance. Includes student name, address, birthdate, parents' names, high school classes and grades, graduation date, test scores, grade point average, and social security number.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/1995.

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 permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on administrative and historical needs expressed by the district office.

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008)