

Retention and Classification Report

Agency: Salt Lake City School District (Utah). South High School (897)

, UT

Records Officer

84053 *Annual histories
83049 *Grade sheets
83499 *Principal's administrative records
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83498 *School histories
84055 *Scrapbooks
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82981 *Student cards
84057 *Student newspaper
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AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84053

3

TITLE: Annual histories

DATES: i 1934-1984.

ARRANGEMENT: Chronological, thereunder categorically by subject

TOTAL VOLUME: 2.40 cubic feet.

DESCRIPTION:

These histories, contained in binders and scrapbooks, document the activities of the PTA and PTSA at South High School. In 1978, the Parent-Teacher Association (PTA) was replaced by the Parent-Teacher and Student Association (PTSA). Members of both organizations were interested in improving South High School and worked with the school in many ways. These histories contain newspaper clippings, photographs, correspondence, copies of bylaws, certificates, and programs of various events. Later histories were expanded to include rosters of officers, committee members, and general membership, school faculty rosters, meeting agendums, minutes, proposals, and reports, reports on PTA and school projects, various PTA activities (back-to-school night, parent-teacher conferences, teacher appreciation lunches, etc.) They also contain information about such PTA-sponsored contests as the annual "Reflections" competition (including a complete Reflections 1987-88 publication, "Wonders of the World"). A copy of the "Recreation Handbook 1936-37," published by the Utah Congress of Parents and Teachers, is included as well. These histories were housed in the high school library and were used in student projects.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84053

TITLE: Annual histories

(continued)

APPRAISAL:

Historical

This retention is based on the historical value of these scrapbooks to document the activities of the two organizations at the school.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83049

3

TITLE: Grade sheets

DATES: i 1954-55; 1967-1988.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher name, thereunder by student name

TOTAL VOLUME:

DESCRIPTION:

These are the official permanent quarter and semester grades for students enrolled at South High School, in bound volumes. They are used only for reference purposes. The grades are then transferred to the Student Cumulative Files. These sheets contain section number, course number, department number, teacher's name, room number, quarter, student number, sex, grade (year in school), student's name, grades for scholarship and citizenship, number of days absent, number of times tardy, and class credit received.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative

The three-year retention period is based on the administrative needs of the Salt Lake City School District. District administrators have determined that any discrepancy would likely be identified within this three-year period. The grades are maintained permanently on the transcript record.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83049

TITLE: Grade sheets

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83499

3

TITLE: Principal's administrative records

DATES: i 1979-1988.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

These are the administrative files of the principal (Dr. LaVar L. Sorensen) of South High School. They document Dr. Sorensen's actions during the closure of the high school. They include: the minutes and agendums of the South High School Community Council (1983-88) and the School Improvement Council (1983-88); the councils' alternative proposal to the closure of the high school; maps of the boundaries of Salt Lake City high schools; copies of recommendation letters for students and faculty members (1986-87), correspondence and memoranda to faculty, school board, and parents; a report of the Visiting Committee Reviewing the Self-Evaluation of South High School (1982); correspondence and reports from the Northwest Association of Schools and Colleges on accreditation (1986-87); two reel-to-reel audio tapes of a Salt Lake City School Board meeting in December 1983 at South High School to discuss alternatives and possible closure of South; a daily diary maintained for an ethics education project funded by the Danforth Foundation (1981-83); a copy of the South High School Evaluation Manual (1980-81); a school staff and administration roster and class schedule (1980-81); 1980-81 course philosophy, objectives, commendations, and recommendations; 1980-81 course catalog; smoking, fire drill, and swimming pool policies and procedures; the policies and procedures for EQUIP, an academically accelerated optional program; a copy of HCR 7 resolution honoring South High School; a listing of the numbers of South graduates from 1932 (414) to 1988 (197); a complete collection of South High School graduation programs from 1932 to 1988; a file of open disclosure (course overview) documents for 1987-88; a copy of Salt Lake City School District correspondence regarding Advanced Placement (AP) criteria, school fees, boundary committee meeting minutes, and vending machine policies; a packet of information from the State Board of Education introducing the new Gender/Ethnic Expectation and Student Achievement (GESA) program; a black-and-white aerial photograph of the school; and a description of Salt Lake High, the alternative school housed at South High School.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83499

TITLE: Principal's administrative records

(continued)

RETENTION:

Retain 2 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 2 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on the historical value of these records to document the activities of the principal at South High School and the achievements of the students and faculty members of the high school.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83499

TITLE: Principal's administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84056

3

TITLE: School activity slides

DATES: [ca. 1970]-1988.

ARRANGEMENT: categorical by type of activity, thereunder numerical by book number

TOTAL VOLUME:

DESCRIPTION:

Color photographic slides of student activities collected in twelve loose-leaf binders. They depict activities at South High. They are grouped into specific categories such as students, alumni, posters, spirit squad, activities, assemblies, band, building, National Honor Society, school plays, dances, sports--football, sports--gymnastics, graduation, celebrities, choir, Christmas, faculty, halls, homecoming, miscellaneous, lunchroom, parking lot, ROTC, etc. The collection is not comprehensive and is poorly organized. The available space is extremely under utilized, each sleeve contains but a few slides. Activities are identified, and the slides are date stamped but contain no other identification of the subject. Several slides carry a "Yearbook" notation, indicating that the photographer was probably a member of the yearbook staff.

RETENTION:

Retain until closure of high school.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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Slides: Retain in Office until closure of high school and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84056

TITLE: School activity slides

(continued)

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the student activities of South High School. The school closed in 1988. These slides depict the school's recent history.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83498

3

TITLE: School histories

DATES: s 1988.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

Before the closure of South High School in 1988, two histories were compiled to commemorate its 57-year history. A 35-page pamphlet, "South High: A History 1931-1988", was written by the school's yearbook adviser and student staff members. A 30-minute videotape recounting the school's past achievements, "South High: A School for All Seasons", was produced by an alumnus of the school. Both histories were released during the school's gala remembrance (May 9-13, 1988), and reflect the principal's (Dr. LaVar L. Sorensen) view that "South was not being closed because it was the worst high school, but because it was the best."

RETENTION:

Retain 1 month. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 1 month and then transfer to State Archives with authority to weed.

Video recordings master: Retain in Office for 1 month and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 83498

TITLE: School histories

(continued)

APPRAISAL:

Historical

This retention is based on the historical value of these histories to document the activities and achievements of South High School students.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84055

3

TITLE: Scrapbooks

DATES: i 1931-1979.

ARRANGEMENT: Chronological

TOTAL VOLUME: 8.30 cubic feet.

DESCRIPTION:

These are the scrapbooks for South High School. They were used to document school activities. They have been used extensively by the alumni for planning reunions. They were maintained sporadically by the school and do not cover the school's entire history. They contain: newspaper clippings of athletic, social and historic events, copies of flyers and programs, posters, invitations, letters, name tags, and photographs. By the mid 1960s, these scrapbooks were created by the school historian. A South High Association of Girls (SHAG) History (1932, 1936-39) is included. Also included are two 45-rpm records, one featuring dance music. The other is "a recording of memorable events, 1954-1955, taken as they happened." Missing from the series are the following scrapbooks: 1941/42, 1944/45, 1949-52, 1954/55, 1959/60, 1960-67, 1975/76, 1982/83, 1986-88.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

APPRAISAL:

Historical

This retention is based on the historical value of these scrapbooks to document the activities of students at the school.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84055

TITLE: Scrapbooks

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 14059

3

TITLE: South High School student records

DATES: 1933-1950.

ARRANGEMENT: none

TOTAL VOLUME:

DESCRIPTION:

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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 82981

3

TITLE: Student cards

DATES: 1931-1988.

ARRANGEMENT: Chronological, thereunder alphabetical by name

TOTAL VOLUME:

DESCRIPTION:

These cards are the permanent student records of graduates of South High School. They are used to verify attendance and graduation from South High School. They include the student's name; names, address, phone number of parents or guardian; grades; test scores; date of graduation from South High School; and grade point average class ranking.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 82981

TITLE: Student cards

(continued)

APPRAISAL:

Administrative Historical

This retention is based upon the School District General Records Retention Schedule approved 1/10/86 and the administrative and historical value of the records.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84057

3

TITLE: Student newspaper

DATES: i 1931-1954.

ARRANGEMENT: Chronological

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

Copies of the student newspaper, "South High Scribe" (1931 through 1954), bound in over-sized volumes). The paper was used to announce and report on South High School activities and to provide students with training and to help them develop journalism skills. The newspapers contain articles, drawings, and photographs of concern to high school students on the social, academic, and athletic activities, students, and faculty at South High School.

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.

APPRAISAL:

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

This retention is based on the historical value of these records to document the student activities at South High School.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84054

4

TITLE: Yearbooks

DATES: 1932-1988.

ARRANGEMENT: Numerical by Volume number, which equals chronological.

TOTAL VOLUME: 4.00 cubic feet.

DESCRIPTION:

This is a complete set (57 issues) of the South High School annual yearbook, "The Southerner." The yearbooks were edited by student yearbook staffs under the supervision of faculty advisers. These yearbooks document pictorially student activities at South High School. They contain photographs of students that attended South High School, faculty members, and school activities (i.e.: social, athletic, drama, music, etc.), all with identifications.

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: For records beginning in 1932 through 1988. Retain in State Records Center for 8 years and then microfilm and transfer to State Archives.

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

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

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

AGENCY: Salt Lake City School District (Utah). South High School

SERIES: 84054

TITLE: Yearbooks

(continued)

APPRAISAL:

Historical This disposition is based on Utah School Districts
General Retention Schedule, Schedule 19, Item 59.

This retention is based on the historical value of these books to
document student activities at South High School.

PRIMARY CLASSIFICATION:

Public