Retention and Classification Report

Agency: Salt Lake City School District (Utah). Business Services. Data Processing (1594)

440 East 100 South
Salt Lake City, UT 84111-1891
801-322-1471

Records Officer: _____

84638 Adult school transfer cards

AGENCY: Salt Lake City School District (Utah). Business Services. Data Processing

SERIES: 84638 4
TITLE: Adult school transfer cards
DATES: i 1968-
ARRANGEMENT: Alphabetical by student's surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are student history cards. They are used to transfer student records to adult education programs. They include: student's name, sex, race, birth date and place, parents' names and address, schools attended and dates, and information concerning health (i.e. immunization record, serious illness).

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Private