

## Retention and Classification Report

**Agency:** Ogden School District (Utah). Dee Elementary School (2500)

550-22nd Street  
Ogden, UT 84401  
801-737-8100

**Records Officer:** \_\_\_\_\_

11671	Daily attendance report
11670	Daily lunch, breakfast, and deposit reports
11679	Weekly roll sheets

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11671

4

**TITLE:** Daily attendance report

**DATES:** 1988-

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

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Daily computer reports of students absent or tardy, include date, identification number, student name, grade, telephone number, whether absent or tardy, and total days.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11671

**TITLE:** Daily attendance report

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. telephone number and social security number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11670

4

**TITLE:** Daily lunch, breakfast, and deposit reports

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder numerical by student lunch number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Three separate computer reports of daily transactions of student meal deposits, run after breakfast, lunch, and whenever students make deposits, used to verify student account balances and to determine whether a student ate a meal on a particular date. School submits monthly report with deposits to the District Office. Include student name, lunch number, student balance, money deposited (on deposit reports) and number of daily meals served.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then delete provided information is transferred to diskette.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

This disposition is based on the audit needs expressed by the school.

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11670

**TITLE:** Daily lunch, breakfast, and deposit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11679

4

**TITLE:** Weekly roll sheets

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder alphabetical by teacher's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Weekly sheets are temporary rolls maintained by teachers indicating daily attendance and information entered into the computer. Include date, identification number, student's name, grade, telephone number, whether absent or tardy, teacher's name and course number.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden School District (Utah). Dee Elementary School

**SERIES:** 11679

**TITLE:** Weekly roll sheets

(continued)

**SECONDARY DESIGNATION(S):**

Private. telephone number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.