

## Retention and Classification Report

**Agency:** Canyons School District (Utah). Altara Elementary School (3579)

Altara Elementary School  
800 E 11000 S  
Sandy, UT 84094  
801-826-7675

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

27968	Attendance reports
27967	Grade roll books
27969	Office reports

**AGENCY:** Canyons School District (Utah). Altara Elementary School

**SERIES:** 27968

1

**TITLE:** Attendance reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99 (2008).

**AGENCY:** Canyons School District (Utah). Altara Elementary School

**SERIES:** 27967

3

**TITLE:** Grade roll books

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are bound volumes of grade sheets. The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

**RETENTION:**

Retain for 41 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt

**AGENCY:** Canyons School District (Utah). Altara Elementary School

**SERIES:** 27969

1

**TITLE:** Office reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99.