

## Retention and Classification Report

**Agency:** Canyons School District (Utah). Brookwood Elementary School (3582)

8640 S Snowbird Dr  
Sandy, UT 84093  
801-826-7900

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

|       |                    |
|-------|--------------------|
| 27977 | Attendance reports |
| 27976 | Grade roll books   |
| 27978 | Office reports     |

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

**SERIES:** 27977

1

**TITLE:** Attendance reports

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the class rolls maintained by each teacher. 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 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.

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

**SERIES:** 27976

3

**TITLE:** Grade roll books

**DATES:** 1976-

**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 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 34 CFR 99 (2008).

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

**SERIES:** 27978

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**TITLE:** Office reports

**DATES:** 1976-

**ARRANGEMENT:** Chronological

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**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99.