

# Retention and Classification Report

**Agency:** Canyons School District (Utah). Midvale Middle School (3609)

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Midvale, UT 84047  
801-826-7300

**Records Officer:** Floyd Stensrud

28060 Attendance registers  
28061 Attendance reports  
28062 Office reports

**AGENCY:** Canyons School District (Utah). Midvale Middle School

**SERIES:** 28060

3

**TITLE:** Attendance registers

**DATES:** 1955-

**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 Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 07/11/2012

**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:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Midvale Middle School

**SERIES:** 28060

**TITLE:** Attendance registers

(continued)

**PRIMARY DESIGNATION:**

Private Student evaluation information from before 1969 is considered private under the provisions of UCA 63G-2-302.

**SECONDARY DESIGNATION(S):**

Exempt. Student evaluation information dating from 1969 on is restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA).

**AGENCY:** Canyons School District (Utah). Midvale Middle School

**SERIES:** 28061

3

**TITLE:** Attendance reports

**DATES:** 1955-

**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 authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 07/11/2012

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Canyons School District (Utah). Midvale Middle School

**SERIES:** 28062

3

**TITLE:** Office reports

**DATES:** 1955-

**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:**

Retain Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 05/26/2015

**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:**

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

**AGENCY:** Canyons School District (Utah). Midvale Middle School

**SERIES:** 28062

**TITLE:** Office reports

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99