

## Retention and Classification Report

**Agency:** Millard County School District (Utah). Millard High School (656)

200 West Eagle Avenue  
Fillmore, UT 84631  
435-743-6201

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

80136      Student records

**AGENCY:** Millard County School District (Utah). Millard High School

**SERIES:** 80136

3

**TITLE:** Student records

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 until graduation and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives permanently.

**APPRAISAL:**

These records have historical value(s).

These records are historical based on their importance in providing evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

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(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.