Retention and Classification Report

Agency: Canyons School District (Utah). Alta High School (1794)

11055 South 1000 East
Sandy, UT 84094
801-826-5600

Records Officer: _____

28070	Attendance reports
28069	Grade roll books
28071	Office reports
06646	Official student transcripts

AGENCY: Canyons School District (Utah). Alta High School

SERIES: 28070 3
TITLE: Attendance reports
DATES: 1978-
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:

Permanent. Retain for 41 year(s)

DISPOSITION:

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 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).

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). Alta High School

SERIES: 28070
TITLE: Attendance reports

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Alta High School

SERIES: 28069 3
TITLE: Grade roll books
DATES: 1978-
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:

Permanent. Retain for 41 year(s)

DISPOSITION:

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 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).

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). Alta High School

SERIES: 28069
TITLE: Grade roll books

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Alta High School

SERIES: 28071 1
TITLE: Office reports
DATES: 1978-
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 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).

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). Alta High School

SERIES: 6646 3
TITLE: Official student transcripts
DATES: 1979-
ARRANGEMENT: Chronological, thereunder alphabetical by surname.
DESCRIPTION:

These records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

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 for 1 year after graduation and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Microfilm master: For records prior to and including 1990. Retain in Archives permanently.

Microfilm duplicate: For records prior to and including 1990. Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Canyons School District (Utah). Alta High School

SERIES: 6646
TITLE: Official student transcripts

(continued)

APPRAISAL:

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

These records have long-term historical value documenting student participation in school systems.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31(2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.