

Retention and Classification Report

Agency: Provo City School District (Utah). Provo High School (2262)

1125 North University Avenue
Provo, UT 84604
801-373-6550

Records Officer: _____

30164	Newspaper
09910	Official transcripts

AGENCY: Provo City School District (Utah). Provo High School

SERIES: 30164

3

TITLE: Newspaper

DATES: 1954-1955

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of school activities and student life.

PRIMARY DESIGNATION:

Public

AGENCY: Provo City School District (Utah). Provo High School

SERIES: 9910

3

TITLE: Official transcripts

DATES: 1939-

ARRANGEMENT: Chronological, thereunder alphabetical

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: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Provo City School District (Utah). Provo High School

SERIES: 9910

TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt