Retention and Classification Report

Agency: Alpine School District (Utah). Mountain View High School (2306)

665 West Center
Orem, UT 84057
801-227-8759

Records Officer: _____

12323 Official transcripts

AGENCY: Alpine School District (Utah). Mountain View High School

SERIES: 12323 3
TITLE: Official transcripts
DATES: 1991-
ARRANGEMENT: Chronological, thereunder alphabetical by student's 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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Alpine School District (Utah). Mountain View High School

SERIES: 12323
TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:
Exempt