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

Attendance reports
Grade roll books
Office reports
Official transcripts
Official transcripts for nongraduates

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

SERIES: 28070

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:

Retain 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

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

SERIES: 28070

TITLE: Attendance reports

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

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

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

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

SERIES: 28069

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:

Retain 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 20.

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

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

SERIES: 28069 TITLE: Grade roll books

(continued)

PRIMARY CLASSIFICATION:

34 CFR 99 Exempt

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3

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

SERIES: 28071

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 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

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

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

SERIES: 28071 TITLE: Office reports

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PRIMARY CLASSIFICATION:

34 CFR 99 Exempt

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

SERIES: 6646

TITLE: Official transcripts

DATES: 1979-

ARRANGEMENT: Chronological, thereunder alphabetical by high graduate's surname

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after graduation and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

SERIES: 6646

Official transcripts TITLE:

(continued)

APPRAISAL:

Historical

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

PRIMARY CLASSIFICATION:

Private

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

SERIES: 6648

TITLE: Official transcripts for nongraduates

DATES: 1979-

ARRANGEMENT: Alphabetical by name of student

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until graduating class graduates and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

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

SERIES: 6648
TITLE: Official transcripts for nongraduates

(continued)

PRIMARY CLASSIFICATION:

Private