Retention and Classification Report

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

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Sandy, UT 84094
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Records Officer Floyd Stensrud

28070	Attendance reports
28069	Grade roll books
28071	Office reports
06646	Official student transcripts
06648	* Official transcripts for nongraduates

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:

Retain 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 05/26/2015

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:

Administrative Historical Legal

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:

Retain 41 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 07/10/2012

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:

Administrative Historical Legal
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 3
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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/10/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal
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 high graduate's 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.

RETENTION:

Retain 1 year after graduation.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 12/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after graduation 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.

APPRAISAL:

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

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

SERIES: 6646
TITLE: Official student transcripts

(continued)

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 12/2015.

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

SERIES: 6648 3
TITLE: Official transcripts for nongraduates
DATES: 1979-2015.
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

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:

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.