Retention and Classification Report

Agency: Canyons School District (Utah). Hillcrest High School (1795)

7350 South 900 East
Midvale, UT 84047
565-7566

Records Officer

28078	Attendance reports
28077	Grade roll books
28079	Office reports
06854	Official transcripts
06855	Official transcripts for nongraduates

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

SERIES: 28078 3
TITLE: Attendance reports
DATES: 1962-
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 Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

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.

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

SERIES: 28078
TITLE: Attendance reports

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

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

SERIES: 28077 3
TITLE: Grade roll books
DATES: 1962-
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 Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

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.

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

SERIES: 28077
TITLE: Grade roll books

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

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

SERIES: 28079 3
TITLE: Office reports
DATES: 1962-
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 Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

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.

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

SERIES: 28079
TITLE: Office reports

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

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

SERIES: 6854 3
TITLE: Official transcripts
DATES: 1963-
ARRANGEMENT: Chronological, thereunder Alphabetical by high school 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.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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

SERIES: 6854
TITLE: Official transcripts

(continued)

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Private

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

SERIES: 6855 3
TITLE: Official transcripts for nongraduates
DATES: 1963-
ARRANGEMENT: Alphabetical by student'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.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

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

SERIES: 6855
TITLE: Official transcripts for nongraduates

(continued)

PRIMARY CLASSIFICATION:
Private