

# Retention and Classification Report

**Agency:** Provo City School District (Utah). Timpview High School (2261)  
3570 Timpview Dr.  
Provo, UT 84604  
801-221-9720

**Records Officer:** Gary Wilson

09911 Official transcripts

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

**SERIES:** 9911

3

**TITLE:** Official transcripts

**DATES:** 1977-

**ARRANGEMENT:** Chronological, thereunder alphabetical by 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: 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:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 09/01/1989.

**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.

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(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Exempt