

Retention and Classification Report

Agency: Alpine School District (Utah). American Fork High School (2282)
510 North 600 East
American Fork, UT 84003
801-756-8547

Records Officer

14199 Official transcript
23397 *Student attendance class rolls

AGENCY: Alpine School District (Utah). American Fork High School

SERIES: 14199

3

TITLE: Official transcript

DATES: 1986-

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.

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: Alpine School District (Utah). American Fork High School

SERIES: 14199

TITLE: Official transcript

(continued)

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Alpine School District (Utah). American Fork High School

SERIES: 23397

3

TITLE: Student attendance class rolls

DATES: 1916-1939.

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

DESCRIPTION:

Rolls of various sizes maintained by American Fork High School to record student attendance. Include school year, school, teacher's name, names of students, entry date, exit date, days attending school, days absent, and sometimes grades.

RETENTION:

Retain 5 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 06/01/1995.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of these records. It has been determined inadequate transcripts exist for many students between 1915-1939, the rolls for this period need to be retained permanently.

AGENCY: Alpine School District (Utah). American Fork High School

SERIES: 23397

TITLE: Student attendance class rolls

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99 (2008)