

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 transcripts
23397 *Student attendance class rolls

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

SERIES: 14199

3

TITLE: Official transcripts

DATES: 1930-

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.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

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 DESIGNATION:

Exempt 34 CFR 99 (2008)