

# Retention and Classification Report



**Agency:** Alpine School District (Utah). American Fork High School (2282)

510 North 600 East  
American Fork, UT 84003  
756-8547

**Records Officer:**

**Analyst:** Rosemary Cundiff

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:**

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.

**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:**

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.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)