

# Retention and Classification Report

**Agency:** Alpine School District (Utah). Orem High School (2309)

175 South 400 East  
Orem, UT 84057  
801-227-8765

## **Records Officer**

12285 Official transcripts  
18075 \*Principal's records

**AGENCY:** Alpine School District (Utah). Orem High School

**SERIES:** 12285

3

**TITLE:** Official transcripts

**DATES:** 1920-

**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:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**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.

**AGENCY:** Alpine School District (Utah). Orem High School

**SERIES:** 12285

**TITLE:** Official transcripts

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Alpine School District (Utah). Orem High School

**SERIES:** 18075

3

**TITLE:** Principal's records

**DATES:** 1960-1964.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the activities of the Orem High School's principal and faculty. They include the principal's report, individual department reports, memoranda and correspondence on developing a teachers' progress report to parents, and faculty lists.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
This disposition is based on the historical value of these records to document the activities of Orem High School.

**PRIMARY DESIGNATION:**

Public