

# Retention and Classification Report

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

175 South 400 East  
Orem, UT 84057  
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## 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 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:**

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:**

Retain Until administrative need ends

**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:** 08/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

This disposition is based on the historical value of these records to document the activities of Orem High School.

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

**SERIES:** 18075

**TITLE:** Principal's records

(continued)

**PRIMARY DESIGNATION:**

Public