

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.

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.

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). Orem High School

SERIES: 12285

TITLE: Official transcripts

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

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 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 CLASSIFICATION:

Public