

# Retention and Classification Report



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

175 South 400 East  
Orem, UT 84057  
227-8765

**Records Officer:**

**Analyst:** Rosemary Cundiff

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:**

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.

**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:**

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.

**PRIMARY CLASSIFICATION:**

Public