

Retention and Classification Report

Agency: Alpine School District (Utah). Pleasant Grove High School (2314)

700 East 200 South
Pleasant Grove, UT 84062
801-785-8700

Records Officer

22192 High school graduation programs
12362 Official transcripts

AGENCY: Alpine School District (Utah). Pleasant Grove High School

SERIES: 22192

3

TITLE: High school graduation programs

DATES: 1906; 1949-

ARRANGEMENT: Chronological

DESCRIPTION:

These are programs for high school graduation services. The programs include the list of high school graduates, program agenda (speakers, musical performances, etc), and list of graduates with honors.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 21.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Alpine School District (Utah). Pleasant Grove High School

SERIES: 12362

3

TITLE: Official transcripts

DATES: 1940-

ARRANGEMENT: Chronological, thereunder by student's name

DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

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