

Retention and Classification Report



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

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

Records Officer:

Analyst: Rosemary Cundiff

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 21.

PRIMARY CLASSIFICATION:

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:

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