

# Retention and Classification Report

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

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Pleasant Grove, UT 84062  
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## **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:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation programs, GRS-1529.

**AUTHORIZED:** 02-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

**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:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**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:**

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

**SERIES:** 12362

**TITLE:** Official transcripts

(continued)

**PRIMARY DESIGNATION:**

Private