Retention and Classification Report

Agency: Beaver County School District (Utah). Milford High School (2351)

62 North 300 West
PO Box 159
Milford, UT 84751
435-387-2751

Records Officer Todd Burke

27244 Official transcripts

AGENCY: Beaver County School District (Utah). Milford High School

SERIES: 27244 3
TITLE: Official transcripts
DATES: 1920-
ARRANGEMENT: Chronological by graduation year and thereunder alphabetical by student's surname.
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 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: 06/09/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal
Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and benefits.

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