

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

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 records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation from Milford High School. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Transcripts are also included for students who did not graduate. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Retain for 20 year(s) after after separation

DISPOSITION:

Permanent. 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 separation and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They may also be used as evidence of residency. They are fundamental historical records about students and are important for documenting qualifications and benefits.

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(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2015); Utah Code
63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.