Retention and Classification Report

Agency: Nebo School District (Utah). Spanish Fork High School (2640)

99 North 300 West
Spanish Fork, UT 84660
798-4060

Records Officer

17429 Student records

AGENCY: Nebo School District (Utah). Spanish Fork High School

SERIES: 17429 3
TITLE: Student records
DATES: 1899; 1906-
ARRANGEMENT: Chronological, thereunder alphabetical by student's surname

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.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Nebo School District (Utah). Spanish Fork High School

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(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 3.

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99 (2008)