Retention and Classification Report

Agency: Granite School District (Utah). Granger High School (2968)

3690 South 3600 West
West Valley City, UT 84119
385-646-5320

Records Officer

22677 Official Transcripts

AGENCY: Granite School District (Utah). Granger High School

SERIES: 22677 3
TITLE: Official Transcripts
DATES: 1958-
ARRANGEMENT: Chronological by graduation year, 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, names of parents/guardians , 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 until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Granite School District (Utah). Granger High School

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(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 22, Item 30.

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99 (2008)