Retention and Classification Report

Agency: Granite School District (Utah). Olympus High School (2969)

4055 South 2300 East
Salt Lake City, UT 84124
385-646-5400

Records Officer

22797 Student cumulative folders

09/02/15 08:50

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

SERIES: 22797 3
TITLE: Student cumulative folders
DATES: 1953-
ARRANGEMENT: Chronological, thereunder alphabetical by surname.
DESCRIPTION:

These are records maintained in the school's office on all enrolled students. They are used to document students' participation in school. They include test scores, immunization record, eye testing, and all pertinent information on the student. Since transcripts are missing for Olympus High School for the 1953-1958 period, those records will be retained permanently.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 29.

AUTHORIZED: 02/19/2015

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: For records beginning in 1953 through 1958. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1953 through 1958. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office for 3 years or until student leaves

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(continued)

school and then destroy provided Official transcript has been pulled and retained.

APPRAISAL:

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99 (2008)