# Retention and Classification Report

**Agency:** Jordan School District (Utah). Copper Hills High School (3520)

5445 New Brigham Highway
West Jordan, UT 84088
801-256-5300

**Records Officer**

27206 Official transcripts

12/12/13 21:02

**AGENCY:** Jordan School District (Utah). Copper Hills High School

**SERIES:** 27206 3
**TITLE:** Official transcripts
**DATES:** 1996-
**ARRANGEMENT:** Chronological by year thereunder alphabetical by student's name

**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, birth date, 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.

**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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

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(continued)

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