

Graduation and transcripts (GRS-1506)

Utah General Retention Schedule

Description

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 and Disposition

Permanent. Retain for 40 years after separation. Transfer records to the archives.

Appraisal

These records have administrative, and/or historical value(s).

Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

Categories

Education

Effective

09/2017

Previous Schedule Number

SD-17-32