Retention and Classification Report

Agency: Provo City School District (Utah). Timpview High School (2261)

3570 Timpview Dr.
Provo, UT 84604
801-221-9720

Records Officer: _____

09911 Official transcripts

AGENCY: Provo City School District (Utah). Timpview High School

SERIES: 9911 1
TITLE: Official transcripts
DATES: 1977-
ARRANGEMENT: Chronological, thereunder alphabetical by 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: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Provo City School District (Utah). Timpview High School

SERIES: 9911
TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt