

## Retention and Classification Report

**Agency:** Alpine School District (Utah). American Fork High School (2282)

510 North 600 East  
American Fork, UT 84003  
801-756-8547

**Records Officer:** \_\_\_\_\_

14199	Official transcripts
23397	Student attendance class rolls
29988	Student grading printouts
29989	Student papers
29987	Teacher registers

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 14199

3

**TITLE:** Official transcripts

**DATES:** 1910-

**ARRANGEMENT:** Chronological by year of graduating class, thereunder alphabetical by student name.

**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 the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1910 through 1980. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1981 through 1994. Retain in Office for 25 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 14199

**TITLE:** Official transcripts

(continued)

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of the operation of the high school and the students who attended school there. The records also have considerable genealogical value because they contain information about individuals.

**PRIMARY DESIGNATION:**

Exempt                      Student records are restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA).

**SECONDARY DESIGNATION(S):**

Private.                      The records in this series contains personal information about minors under the age of 21, such as birth dates and educational evaluations, that is considered private for 100 years. (Utah Code 63G-2-10)

Public.                        Private information about individuals under the age of 21 is considered public after 100 years. (Utah Code 63G-2-10)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 23397

3

**TITLE:** Student attendance class rolls

**DATES:** 1916-1959

**ARRANGEMENT:** Chronological by school year, thereunder alphabetical by teacher's name

**DESCRIPTION:**

This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these records. It has been determined inadequate transcripts exist for many students between 1915-1939, the rolls for this period need to be retained permanently.

**PRIMARY DESIGNATION:**

Private The records in this series contain information about individuals under the age of 21 and are considered private for 100 years in accordance with Utah Code 63G-2-310.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29988

3

**TITLE:** Student grading printouts

**DATES:** 1979-1995

**ARRANGEMENT:** First by Academic Year, thereunder Alphabetically by student last name

**DESCRIPTION:**

These books are used by teachers to document the school year and may include attendance, syllabi, assignments, grades, performance measures, and other materials related to a teacher's function at American Fork High School.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered historical because they give a view of the process the District goes to in order to keep track of student's 's academic growth.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29988

**TITLE:** Student grading printouts

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 636-2-302(1) (g) (2020) Contains Personal information including Social Security Numbers, as well as information on minors under the age of 18, which is private for 100 Years.

**SECONDARY DESIGNATION(S):**

Exempt.

Records containing educational evaluation information are governed by the Federal Family Educational Rights and Privacy Act (FERPA)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29989

3

**TITLE:** Student papers

**DATES:** 1928-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records contain miscellaneous papers created by students at American Fork High School or created by teachers/administrators about students. Records may include attendance marks, research papers, school histories, and other class-related materials.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29989

**TITLE:** Student papers

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63g-2-302(2)(d)(2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.



**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29987

3

**TITLE:** Teacher registers

**DATES:** 1930-1959

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are teacher register books and teach attendance rolls. Books may also include syllabi, assignments, and performance measures.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered historical because of their importance for documenting legal status, rights and obligations of individuals, groups, organizations, and governmental bodies despite the passage of time.

**AGENCY:** Alpine School District (Utah). American Fork High School

**SERIES:** 29987

**TITLE:** Teacher registers

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(g)(2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.