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: _____

30289	*Non-school program credit records
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: 30289 3
TITLE: Non-school program credit records
DATES: 1946-1951.
ARRANGEMENT: By program, thereunder chronological by school year.
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 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: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as representative documentation of the involvement of students in educational work outside of the school curriculum.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. This series contains academic evaluations of students under the age of 21 that are considered private for 100 years.(Utah Code 63G-2-310)

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 my 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.