

## Retention and Classification Report

**Agency:** Duchesne County School District (Utah). Union High School (2401)

135 North Union  
Roosevelt, UT 84066  
435-725-4525

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

17721    \*Student records

**AGENCY:** Duchesne County School District (Utah). Union High School

**SERIES:** 17721

3

**TITLE:** Student records

**DATES:** 1929-1978.

**ARRANGEMENT:** Alphabetical by student 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, birthdate, 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 .

**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 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.