Retention and Classification Report

Agency: Nebo School District (Utah). Spanish Fork High School (2640)

99 North 300 West
Spanish Fork, UT 84660
801-798-4060

Records Officer: _____

17429 Student records

AGENCY: Nebo School District (Utah). Spanish Fork High School

SERIES: 17429 3
TITLE: Student records
DATES: 1899; 1906-
ARRANGEMENT: Chronological, thereunder alphabetical by student's 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 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: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

These records have historical value(s).

These records have historical value as they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.