

# 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:** \_\_\_\_\_

30449	*Spanish Fork High School yearbooks
17429	Student records

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

**SERIES:** 30449

3

**TITLE:** Spanish Fork High School yearbooks

**DATES:** 1977-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These yearbooks document school activities. They are compiled by a yearbook staff with the assistance of a teacher advisor. The yearbooks contain names and photographs of the faculty, staff, and individual students by grade, school clubs, sports, cultural events, and academic and social activities.

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**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.

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

**SERIES:** 17429

**TITLE:** Student records

(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.