

Retention and Classification Report

Agency: Salt Lake City School District (Utah). Horizonte Instruction and Training Center
(2724)
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Salt Lake City, UT 84101-3117
801-578-8574

Records Officer: _____

17872 *Student graduates records

AGENCY: Salt Lake City School District (Utah). Horizonte Instruction and Training Center

SERIES: 17872

3

TITLE: Student graduates records

DATES: 1994-1996.

ARRANGEMENT: Alphabetical by student's 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.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private