

Retention and Classification Report

Agency: Master Academy (Utah) (3653)

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Records Officer: _____

28139 *Master Academy student records

AGENCY: Master Academy (Utah)

SERIES: 28139

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TITLE: Master Academy student records

DATES: 1974-1987.

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Student transcripts document student achievement and have ongoing evidentiary value.

PRIMARY DESIGNATION:

Exempt Student academic records are governed by the federal Family Educational Rights and Privacy Act (FERPA)