

## Retention and Classification Report

**Agency:** Nebo School District (Utah). Department of Finance (1532)

350 South Main  
Spanish Fork, UT 84660  
801-354-7412

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

14449      Student cumulative record

**AGENCY:** Nebo School District (Utah). Department of Finance

**SERIES:** 14449

4

**TITLE:** Student cumulative record

**DATES:** ca. 1927-

**ARRANGEMENT:** Alphabetical by student's surname

**ANNUAL ACCUMULATION:** 1000.00 cubic feet.

**DESCRIPTION:**

These student's official transcripts copies of achievement test scores, report cards and health records document student performance and are used for reference purposes. The transcript (series 84708) is the permanent part of the student record and includes 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.

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after graduation and then destroy and pull transcript.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the district.

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(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99 (2008)